Volume

7

Expedient User Manual – NZ Customs Module (Imports/Exports)

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INTRODUCTION

EXpedient software contains the Customs Clearance / Tariff Classification and the Import Forwarding Module. The Customs Function allows users to register shipments, lodge Customs Entries, set up TLF, manage parts and prepare charges for customers.

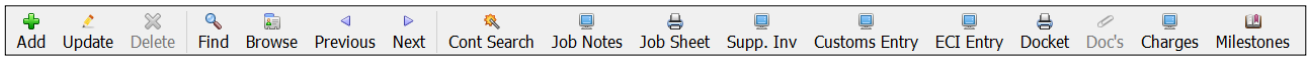
Customs and Forwarding Registration

Expedient utilises a job number, which is the unique number given to shipments within Expedient. This is the first step in creating and lodging Customs Entries. From the Job Registration screen, users are able to register a Job, Create Supplier Invoice, and Create & Lodge Customs Entries. Users can also prepare charges and create a Debtors Invoice (only applicable for Accounting Module Customers)

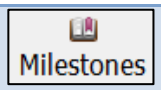
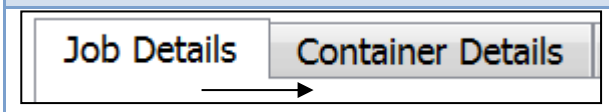
Job Registration Screen

Command Keys

Most toolbar buttons can be accessed by a Keyboard Short Cut. See below for Short Cut Commands:



Icon	Shortcut Key
Add	A
Update	U
Delete	D
Find	F
Browse	B
Previous	P
Next	N
Cont Search	
Job Notes	J
Supp. Inv	
Customs Entry	

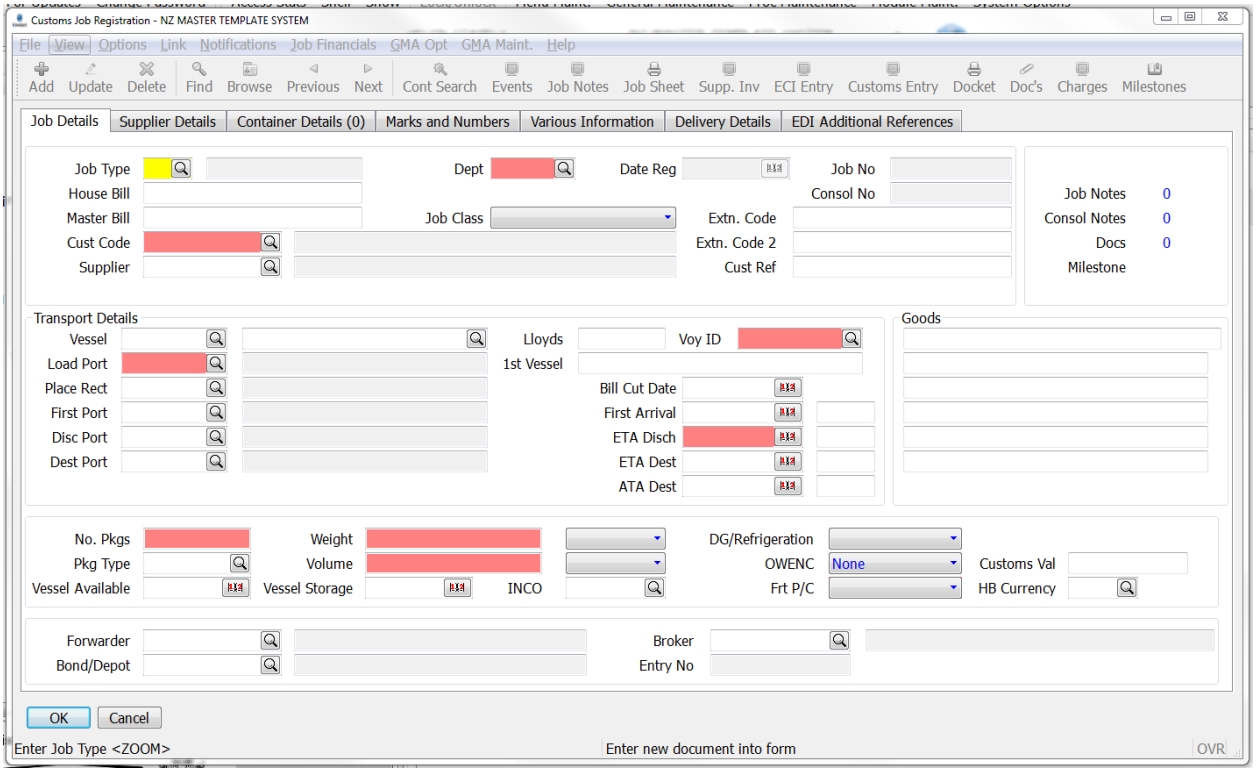
Icon	Shortcut Key
	C
	
	Ctrl-Tab

Creating a Job

When it is time for you to create a customs shipment, from the Main Menu select **Customs Clearance/Tariff Class, Job Registration** function

By clicking the button or typing A will place the cursor in the input screen in Add Mode.

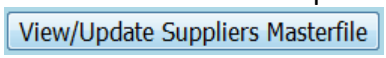
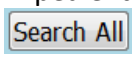
See below:



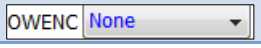
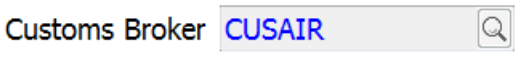
Field Name	Description	Validation	Default
Job Type	This is the type of Job in which you are creating. You can perform a lookup on this field by clicking: If a Job Type does not exist and you require a new one to be added, then please contact your manager or GMA Support	Mandatory	Blank

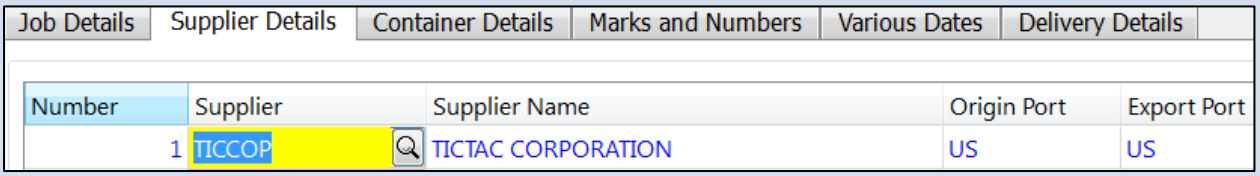
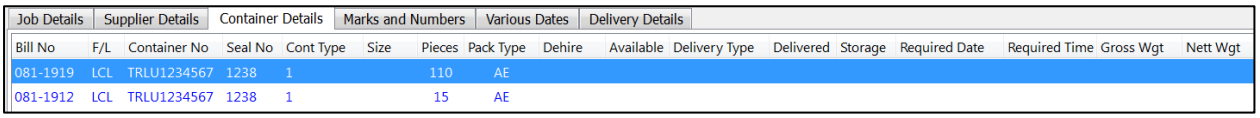
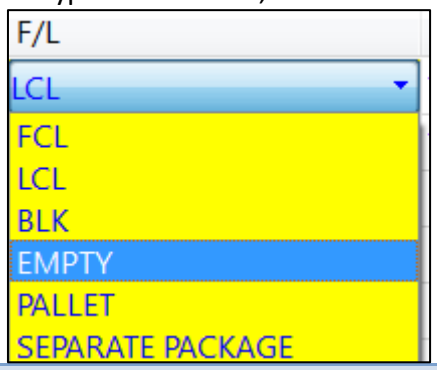
Field Name	Description	Validation	Default
Dept	This is the Department that is assigned to the Job. This is a 3 letter code e.g. AIS [Branch] [Import/Export] [Mode of Transport] The branch is based off one of 2 rules: 1. The Branch in which is associated with the user adding the job. **OR** 2. The Responsible Office branch assigned to the customer code within the Customer Masterfile. The department code will initially default to the user's branch, but after the customer code is entered if there is a valid Branch in the Responsible Branch field then the screen will change the department based on that value. ***Please Note:*** Option 2 is configured at Installation. To have this reconfigured please contact Expedient Software Sales or Support. The Department cannot be updated if there are invoices or journals for the Job to post or that have already been posted.	Mandatory	User's Branch **or** Customer Code Responsible Office
House Bill	This is the House Bill of the shipment	Optional	Blank
Master Bill	This is the Master Bill of the shipment	Optional	Blank
Extn. Code	This is the external reference for the job in your global system. This may not be relevant at your site. You can update this field if your site permits it	Optional	System Generated

Field Name	Description	Validation	Default
Cust Code	This is the Consignee. Once you enter data into this field, two pop-up windows will appear (if this has been activated for this customer). They are the Customs Notes and the Job Registration Notes against this Consignee. You can perform a lookup on this field by clicking: **Please Note**: if The Customer's Credit Limit has been exceeded OR the Credit Limit is less than 0 in the Customer Masterfile, an additional popup message will appear informing the user that the customer has Exceeded their credit A customer must be set to Active in the Customer Masterfile to create a job.	Mandatory	Blank
Business Units	If Business Units exist against the Cust Code, then the Business Units field will be shown. The Zoom attached to this field directs the user to the list of Business Units that have been added to the Customer Code.	Conditional	Blank
Extn. Code 2	This is a secondary reference for this job in your global system. This may not be relevant at your site and the field may be hidden. You can update this field if your site permits it	Optional	System Generated
Agn. Cln.	This field will only appear if the Customer has been set up as an Interstate Agent in the Customer Masterfile i.e. the Customer is acting as an agent for their customers to perform the Customs Clearance. Select the Customer's customer. You can perform a lookup on the field by clicking .	Optional	Blank

Field Name	Description	Validation	Default
Supplier	This is the Supplier of the goods being shipped. This is linked to the consignee. You can perform a lookup on this field by clicking: Or you can perform a quick one letter search by typing in the first letter of the Supplier, e.g.: D<tab> will display the look up screen with all supplier's starting with the letter "D" The Supplier Masterfile can be access to view or update information using the  button. If the supplier you want is not listed because there is no existing relationship in Expedient between the client and the supplier use the  button to list all suppliers regardless of client. Selecting a supplier from the 'search all' list will create new relationship between the selected supplier and the client.	Mandatory	Blank
Cust Ref	This is the Consignee's Reference information	Optional	Blank
Job Class	This is the job class of the shipment. Select the drop down selections. If a Job Class does not exist and you require a new one to be added, then please contact your manager or GMA Support	Optional	Blank
Vessel	This field cannot be entered for Sea job types.	N/A	N/A
Airline	This is the Airline code. Type in the 2 character airline code or use to zoom on the Airline Codes Masterfile.	Optional	Blank
Vessel Name	This is the vessel name. Type in the vessel name or use to zoom on the NZ Customs Craft Names.	Optional	NZ Customs Craft Names
Lloyds	This field cannot be entered for Sea job types.	N/A	N/A
Voy ID	This is the voyage ID of the vessel and its current voyage.	Optional	Vessels Master File
Flt No	This is the flight number. Type in the flight number or use to zoom on the NZ Customs Craft Names. Selecting a flight number from the NZ Customs Craft Names will populate the Airline field with the first two characters of the flight number	Optional	NZ Customs Craft Names
Transhp	This is a description of the Transhipment vessel	Optional	Blank
Load Port	This is the Port of Loading of the vessel	Optional	Blank

Field Name	Description	Validation	Default
Place Rect	This is the place in which the vessel is received. This is usually the same as the Load Port	Optional	Blank
First Port	This is the first port of call of the vessel.	Optional	Vessels Masterfile
Disc Port	This is the Port in which the feeder vessel will be discharged at.	Optional	Blank
Dest Port	This is the final destination of the vessel	Optional	Blank
Bill Cut Date	This is the Date of Valuation or Bill Cut Date.	Optional	Blank
First Arrival	This is the date the vessel arrives at the First Port	Optional	First Arrival from Vessels Masterfile
ETA Disch	This is the Date the vessel is estimated to arrive at the Discharge Port. This is used by Customs to determine the rate of duty (if applicable). This is followed by the ETA Discharge Time field	Mandatory	Vessel Masterfile based on Disch Port
ETA Dest	This is the Date the vessel is estimated to arrive at the Destination Port. This is followed by the ETA Destination Time field. This can be populated by FSU Airline messages.	Optional	Vessel Masterfile based on Dest Port
ATA Dest	This is the Date the vessel actually arrives at the Destination Port. This is followed by the ATA Destination Time field. This can be populated by FSU Airline messages.	Optional	Vessel Masterfile based on Dest Port
Goods	This is the description of the goods being shipped. This is set to one line of goods within the Customs Module	Optional	Blank
No.Pkgs	This is the number of packages being shipped	Optional	Blank
Pkg. Type	This is the type of packages being shipped. You can perform a lookup on this field by clicking: If a Package Type does not exist and you require a new one to be added, then please contact your manager or GMA Support	Optional	Blank
Weight	This is the weight of the goods being shipped	Optional	Blank
Weight Type	This is the type of weight measurement.	Optional	KG
Volume	This is the Volume of the Goods	Optional	Blank
Volume Type	This is the type of Volume	Optional	M3

Field Name	Description	Validation	Default
OWENC	This is the Bill Type of the Shipment. Possible Selections are: • Original • Way Bill • Express • Non Negotiable • Copy Select the drop down for these selections: 	Optional	Blank
Frt P/C	This describes whether the Freight is Prepaid or Collect	Optional	Blank
Shipping Co	This field will appear where the import is sea freight. This is the Shipping Company associated with the job. If the job is linked to a Consol with a Shipping Company the field cannot be updated. Otherwise the field is blank and can be updated	Optional	Conditional. Populated from the Consol if the Consol has a Shipping Company
Customs Value	This is the Value that Customs will use to define the value of duty paid (if applicable)	Optional	Blank
HB Currency	This is the Currency in which the house bill has been cut under	Optional	Blank
Forwarder	This is the Forwarder who is managing this shipment. **Please Note:** If the forwarder is your company and you have the Expedient Forwarding Package then ensure that this is set to OWN COMPANY in the Customer Master File. This will ensure that when you Prepare the Charges that the Bill To will populate correctly, allowing you to Invoice the consignee	Mandatory	Blank
Bond / Depot	The label for this field will show Unpack, Bond Depot or Terminal depending on the Job Class and the zooms will also list the appropriate entity.	Optional	Blank
Broker	This is the Customs Broker who is managing this shipment. This can be set to default to a specific code for each customer, which will auto-populate when adding a job. This is set up in the Customer Masterfile in the Importer Tab within the Customs Broker Field:  **Please Note:** If the Broker is your company, then please make sure that this Code is set to OWN COMPANY in the	Mandatory	Blank or Customer Masterfile Importer Tab

Field Name	Description	Validation	Default
	Customer Master File. This will ensure that when you Prepare the Charges that the Bill To will populate correctly, allowing you to Invoice the consignee		
Vessel Available	This is the date in which the Vessel is Available	Optional	Vessel Masterfile
INCO	This is the INCOTERM for the housebill. Enter the three letter code or use and select from the list	Optional	Blank
Storage Available	This is the date in which the storage commences from containers on the vessels	Optional	Vessel Masterfile
DG/Refrigeration	This signifies whether the shipment contains any dangerous goods, or requires refrigeration	Optional	Blank
	Suppliers Tab (Sea Freight Only)  		
	Containers Tab (Sea Freight Only)  		
Bill No	This is the Bill Number on the Shipment.	Mandatory	Blank
F/L	This is the Type of Container, values include:  	Mandatory	Blank
Container No	This is the Container Number on the Shipment. Use the to search for containers on other shipments on the same consol as the current house bill. (***Forwarding Module only)***	Optional	Blank

Field Name	Description	Validation	Default
Seal No	This is the Seal Number of the Container Number	Optional	Blank
Cont Type	This is the NZ Customs Container Type code. Use the to search the Masterfile for valid Container Type codes.	Conditional	Blank
Pieces	This is the number of pieces within the container	Mandatory	Blank
Dehire	This is the date in which the container is de-hired	Optional	Blank
Pack Type	This is the type of Package(s)	Mandatory	Blank
Available	This is the date in which the container becomes available for pickup	Optional	Blank
Delivered	This is the date in which the container is delivered	Optional	Blank
Delivery Type	This is the method in which the container is to be delivered. Select from the available list	Optional	From Client Delivery Address Details if stored, otherwise blank
Storage	This is the date in which the container commences storage charges	Optional	Vessel Masterfile
Required Date / Time	This is the date and time in which the container is required	Optional	Blank
Net Weight	This is the Net Weight of the Container after any deductions	Optional	Blank
Gross Weight	This is the Gross Weight of the Container before any deductions. This is the Net Weight plus the Weight of the Container. **Please Note:** Expedient stores maximum Container Tare Weights which is used to calculate the Gross Weight Value. This can be overridden by a user. See Appendix A	Optional	Net Weight plus Container Tare Weight
Volume	This is the Volume of the Container. NOTE: When creating a job from the Input Shipments screen, the Volume information is carried through to this field in the Import Sea Job.	Optional	Blank
	Mark and Numbers Tab		
Marks and Numbers	The marks and numbers used to identify the cargo, not the consignee.	Optional	Blank

Field Name	Description	Validation	Default
Various Dates Tab			
Lodgment Date	This is the Date of Lodgement. This is a no-entry field used for display purposes only. This date is populated when a user lodges this job within the Nature 10/20 screen	N/A	Customs Entry screen
Date of Clearance	This is the Date of Clearance. This is a no-entry field used for display purposes only. This date is populated when Customs send back the Clearance Date as a result of the Nature 10/20 lodgement	N/A	Customs Entry screen
Del. Docket Printed	This is the date in which the first delivery docket was printed. This is a no-entry field used for display purposes only. See "Printing Delivery Docket" section in this document.	N/A	Printing a delivery docket
Depot Date	This is the Date available from the Depot. This is updated in this screen by users	Optional	Blank
Delivery Date	This is the Date in which delivery has taken place. This is updated in this screen by users	Optional	Blank
Date Owner EFT	This is the Date the EFT was processed for Duty payable to Customs. This is a no-entry field and used for display purposes only	Optional	Blank
Date Duty Paid	This is the actual date the duty was paid to Customs. This is a no-entry field and used for display purposes only	Optional	Blank
EDI Manifest Received Date	This field will appear if the EDI Manifest module is used. This is the date and time the job details where received in a manifest from the Overseas Agent	N/A	System Generated
Landed Cost	This indicates whether the client requires a Landed Costing. This is populated from the Customer Masterfile, Land Cost indicator in the Importer tab	Optional	Customer Masterfile
Sales Person	This is the person responsible for the sales account with this client. This is automatically populated from the Customer Masterfile, Debtor tab. Use to search for a difference Sales Person.	Optional	Customer Masterfile
Field 1	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Field 2	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Field 3	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Delivery Details Tab (used for Delivery Docket Print information)			
Deliver To	This is the Delivery Code of the Shipment. This information is automatically populated in Add Mode. The data based off the Clients' Delivery Addresses found in the **Customer Master File** under the **Administration Menu**. This screen	Optional	Customer Masterfile

Field Name	Description	Validation	Default
	can hold multiple addresses. Ensure that one address is set as default. The AQIS classification for the delivery postcode will be displayed.		
Deliv Job Note	This is an additional line of Note. Please note that the Clients' Delivery Address Screen also has 5 lines of Special Instructions that Print on the Delivery Docket. This job note will print next to the address, that is specific to this shipment	Optional	Blank
Carrier	This is the Carrier Code of the Shipment. This information is automatically populated in Add Mode if a Delivery Address exists for the Customer. This information is based off the Clients' Carrier found in the **Customer Master File** under the **Administration Menu**. This screen can hold different carriers for AIR/ FCL, LCL, Parcel Post. The AQIS classification for the postcode is displayed alongside.	Optional	Customer Masterfile
Carrier Job Note	This is a Carrier Job Note, specific to this shipment	Optional	Blank
Dehire Depot	This is where the container will be returned too after it has been unpacked.	Optional	Blank
Carrier Instructions	This outlines General instructions for the Carrier that will appear on the FCL Time Slot Request Report (Only CSV & XLS Format).	Optional	Blank

CONTAINER DETAILS - LOAD FILE

You are able to load a CSV file from your desktop directly into the Container Details tab, as long as the data conforms to the required format documented below.

To use this feature: Register the Import Sea Job and click on the

button that appears at the bottom of the Container Details tab. You can then browse to the required .CSV file and click on the Open button. The load process will advise you if the load was successful. Click on Exit to see the containers loaded into the screen. If there is an error in the file, e.g. there is missing information which is mandatory, you will get a message explaining the problem.

NZ - The file format must be:
A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

Column	Description	Validation	Field Format
A	Bill Number	Mandatory	General
B	Load Type accepted codes F – FCL L – LCL B – Bulk E – Empty P - Pallet	Mandatory	General
C	Container Number	Mandatory	General
D	Seal	Optional	General
E	Type	Mandatory	General
F	Size	Mandatory	General
G	Pieces	Optional	General
H	Pack Type	Optional	General

A file example:
BILL NUMBER

1,F,ABCD1234567,12345,15,20,23,BC

E.g.

	A	B	C	D	E	F	G	H
1	billno1	ASDF0001001	FCL	22G1	12345	1	2	5400
2	billno2	ASDF0001002	LCL	22G1	12345	1	2	5400
3	billno3	ASDF0001003	BLK	22G1	12345	1	2	5400
4	billno4	ASDF0001004	EMPTY	22G1	12345	1	2	5400
5	billno5	ASDF0001005	pallet	22G1	12345	1	2	5400
6	billno6	ASDF0001006	separate p	22G1	12345	1	2	5400
7	billno7	ASDF0001007	FCL	22G1	12345	1	2	5400
8	billno8	ASDF0001008	FCL	22G1	12345	1	2	5400
9	billno9	ASDF0001009	FCL	22G1	12345	1	2	5400
10	billno10	ASDF0001010	FCL	22G1	12345	1	2	5400
11	billno11	ASDF0001011	FCL	22G1	12345	1	2	5400
12	billno12	ASDF0001012	FCL	22G1	12345	1	2	5400
13	billno13	ASDF0001013	FCL	22G1	12345	1	2	5400
14	billno14	ASDF0001014	FCL	22G1	12345	1	2	5400
15	billno15	ASDF0001015	FCL	22G1	12345	1	2	5400
16	billno16	ASDF0001016	FCL	22G1	12345	1	2	5400

Link Consol

This facility is available from the Link menu in the Job Registration screen. The consol number field can be manually entered and saved into an existing job.

Link Consol/Link Orders

This facility links orders to consols and is used in Order Tracking.

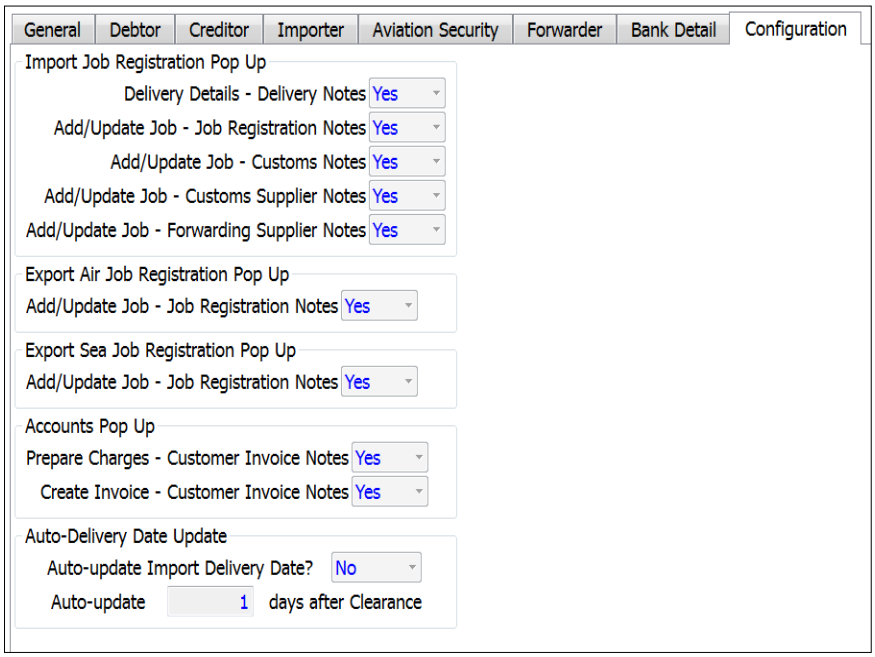
Configuring Pop-up Notes

Expedient allows users to configure what type of notes to pop up at a customer level. The following pop up notes can be configured via the Customer Masterfile (Configuration Tab):

- **Delivery Notes** – each time a user clicks on the Delivery Tab in Add/Update mode the Customer's Delivery Notes will pop up
- **Job Registration Notes** – each time a user adds/updates a Job, the Customer's Job Registration Notes will pop up
- **Customs Notes** – each time a user adds/updates a Job and Broker Code is the Own Company, the Customer's Customs Notes will pop up
- **Customs Supplier Notes** – each time a user adds/updates a Job, the Customers' Suppliers Customs Notes will pop up
- **Forwarding Supplier Notes** – each time a user adds/updates a Job, the Customers' Suppliers Forwarding Notes will pop up

Accounting Module only:

- Prepare Charges – each time a user prepares charges, the Customer's Invoice Notes will pop up


General
Debtor
Creditor
Importer
Aviation Security
Forwarder
Bank Detail
Configuration
Import Job Registration Pop Up
Delivery Details - Delivery Notes Yes
Add/Update Job - Job Registration Notes Yes
Add/Update Job - Customs Notes Yes
Add/Update Job - Customs Supplier Notes Yes
Add/Update Job - Forwarding Supplier Notes Yes
Export Air Job Registration Pop Up
Add/Update Job - Job Registration Notes Yes
Export Sea Job Registration Pop Up
Add/Update Job - Job Registration Notes Yes
Accounts Pop Up
Prepare Charges - Customer Invoice Notes Yes
Create Invoice - Customer Invoice Notes Yes
Auto-Delivery Date Update
Auto-update Import Delivery Date? No
Auto-update 1 days after Clearance

Auto-Delivery Date Update

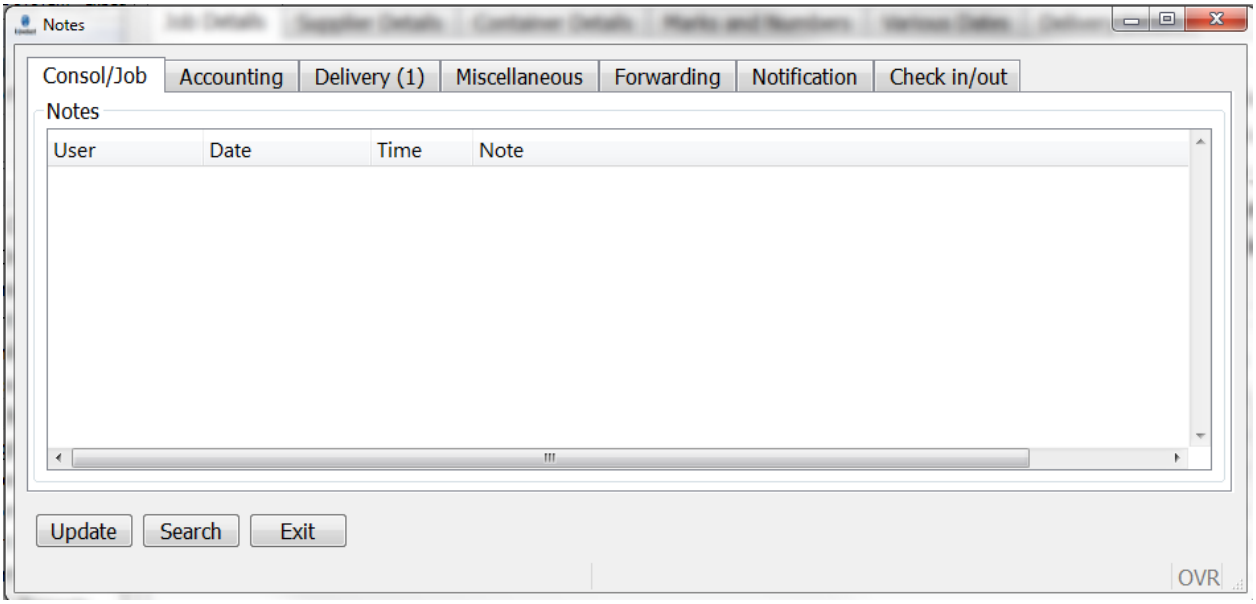
On the occasion whereby you are not performing the delivery for customers, but you want to complete the job to force a delivery date to be populated. This would occur on occasions you have KPI set up with your customers, or you have the Expedient Customer Web Portal. The above configuration screen allows users to set the number of Days after clearance where the delivery date is to be populated.

Adding Job Notes

Once you have created a job, you can add various Notes to the Job. This is available once a job is selected or created and resides in the Options, Job Notes/References. These are made up of:

- **Job Notes** – Prints on the Job Sheet, and pops up when users create or update a Job and the Broker Code is your own company and is set to yes for this Customer in the Customer Masterfile.
- **Accounting Notes** – For Information Only
- **Delivery Notes** – Prints on the Job Sheet, Billing Sheet and Delivery Dockets
- **Miscellaneous** - For Information Only
- **Forwarding** - Pops up when users create or update a Job and the Forwarder Code is your own company and is set to yes for this Customer in the Customer Masterfile

Below is a screen shot of the Notes Screen:



Notes against the Consol are available to view from Consol Notes/References in the Options menu in the Job Registration screen.

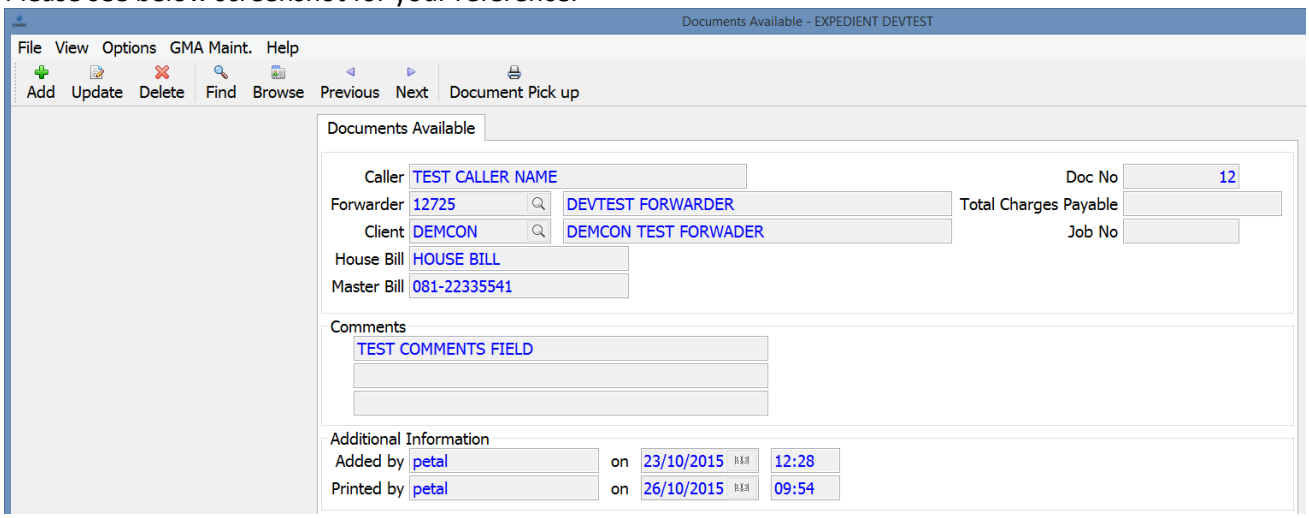
The consol registration screen can also be accessed from the Options Menu.

Documents Available

The purpose of this screen is for people that answer the phone, can enter when documents are available to be picked up and the print can be sent through to the runner's tray to action.
When the Air Import Job is created for a House Bill and Master Bill that matches the Documents Available screen and the ONC field = ORIGINAL, then the Job Number will automatically populate in the Documents Available Screen; Job No field.

The 'Document Pick Up' Button allows the user to print the details that is shown in the Document Available Screen.

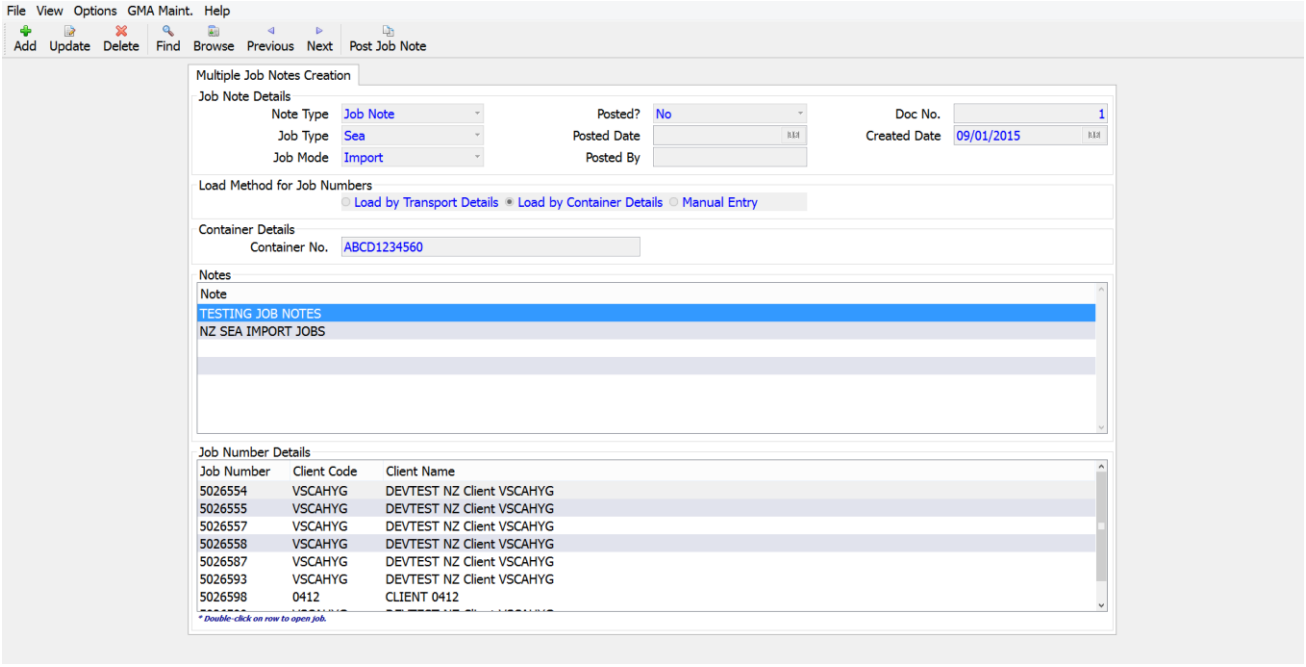
Please see below screenshot for your reference.

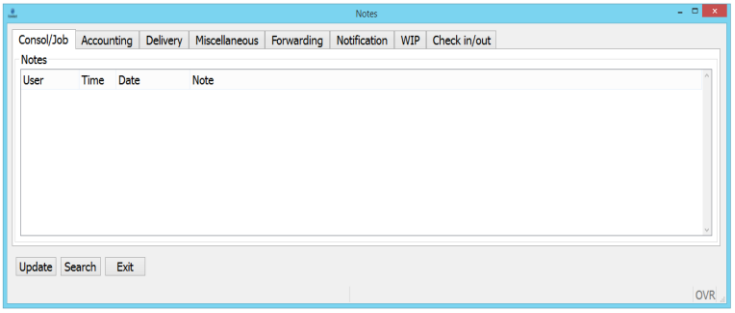

Documents Available - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Document Pick up
Documents Available
Caller TEST CALLER NAME
Doc No 12
Forwarder 12725 DEVTEST FORWARDER
Total Charges Payable
Client DEMCON DEMCON TEST FORWADER
Job No
House Bill HOUSE BILL
Master Bill 081-22335541
Comments
TEST COMMENTS FIELD
Additional Information
Added by petal on 23/10/2015 12:28
Printed by petal on 26/10/2015 09:54

Multiple Job Note Creation

This screen is available from the Sundry Module and allows the user to update a Single Note Type against multiple Job Numbers in one action.

Please see below screenshot for your reference.


File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Post Job Note
Multiple Job Notes Creation
Job Note Details
Note Type Job Note
Job Type Sea
Job Mode Import
Posted? No
Posted Date
Posted By
Doc No. 1
Created Date 09/01/2015
Load Method for Job Numbers
Load by Transport Details Load by Container Details Manual Entry
Container Details
Container No. ABCD1234560
Notes
Note
TESTING JOB NOTES
NZ SEA IMPORT JOBS
Job Number Details
Job Number Client Code Client Name
5026554 VSCAHYG DEVTEST NZ Client VSCAHYG
5026555 VSCAHYG DEVTEST NZ Client VSCAHYG
5026557 VSCAHYG DEVTEST NZ Client VSCAHYG
5026558 VSCAHYG DEVTEST NZ Client VSCAHYG
5026587 VSCAHYG DEVTEST NZ Client VSCAHYG
5026593 VSCAHYG DEVTEST NZ Client VSCAHYG
5026598 0412 CLIENT 0412
* Double-click on row to open job.

Field Name	Description	Validation	Default
	Job Note Details Group		
Note Type	Select Note Type; Accounting, Delivery, Job, Miscellaneous, Forwarding, Notification, WIP, Check In/Out. When Posted, the notes will then show on the specific tab in the Notes.  NOTE: The Note Type defaults to 'Job Note' in ADD Mode.	Mandatory	Blank
Job Type	Select Air or Sea. This section criteria is not applicable for Manual Entry.	Mandatory	Blank
Job Mode	Select Import or Export. This selection criteria is not applicable for Manual Entry.	Mandatory	Blank
Posted?	Indicates if the record has been Posted. Yes and No values. Read-Only field. NOTE: You cannot UPDATE or DELETE a Posted Entry.	System Generated	N/A
Posted Date	The Date the record was Posted. Read-Only field.	System Generated	N/A
Posted By	The UserID that Posted the record. Read-Only field.	System Generated	N/A
Doc No.	Internal Reference Number. Generated when the record is Saved. Read-Only field.	System Generated	Unique Document Number
Created Date	Date the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Date
	Load Method for Job Numbers		
Load by Transport Details	Option to retrieve/load the Job Numbers using the Transport Details from the Import/Export Jobs. When this method is selected it will show the details in the Transport Details Group. NOTE: ONLY looks at data in the last 180days that match the criteria entered.	Mandatory	N/A
Load by Container Details	Option to retrieve/load the Job Numbers using the Container Number that has been attached to the Import/Export Jobs. When this method is selected it will show the details in the Container Details Group. NOTE: If Air Import or Air Export has been selected then this Load Method is not applicable.	Mandatory	N/A
Manual Entry	This allows the user to add the Job Numbers manually in the Job Number Details Group. NOTE: The Job Type and Job Mode are not applicable for this Load Method.	Mandatory	N/A

Field Name	Description	Validation	Default
	Transport Details Group (ONLY looks at data in the last 180days) ALL fields in this Group MUST be populated for the Job Numbers to be retrieved/loaded that match the criteria entered. If there are Job Numbers where these fields are blank then they will not be shown. NOTE: Once the Job Numbers are retrieved, the system still allows you to manually add Job Numbers of any Job Type & Job Mode.		
Vessel / Airline	The Vessel or Airline field will be shown depending on the Job Type selected. Vessel – Vessel Code field from the Sea Import/Export Job Screen. Airline – Airline Code 1 / Airline fields from the Air Import/Export Job Screen. NOTE: The condition of the Vessel Code field depends if Customs Module is turned on or off. Vessel Code field looks at VESSEL CODE ZOOM. Vessel Description field looks at CRAFT ZOOM.	Mandatory	Blank
Voyage ID / Flight No	The Voyage ID or Flight No field will be shown depending on the Job Type selected. Voyage ID – Voy ID / Voyage ID fields from the Sea Import/Export Job Screen. Flight No – Flight No 1 / Flt No fields from the Air Import/Export Job Screen.	Mandatory	Blank
ETA Dest / ETD 1	The ETA Dest or ETD 1 field will be shown depending on the Job Type & Job Mode selected. ETA Dest – ETA Dest field from the Air Import Job Screen. ETD 1 – ETD 1 field from the Air Export Job Screen.	Mandatory	Blank
Dest. Port / Orig. Port	The Dest. Port or Orig. Port field will be shown depending on the Job Mode selected. Dest. Port – Dest Port / Destn Port from the Sea/Air Import Job Screen. Orig. Port – Origin Code Port from the Sea/Air Export Job Screen.	Mandatory	Blank
	Container Details Group NOTE: Once the Job Numbers are retrieved, the system still allows you to manually add Job Numbers of any Job Type & Job Mode.		
Container No.	This is the Container Number that is attached to the Sea Import/Export Job in the Container Details Tab.	Mandatory	Blank
	Manual Entry		
	This Load Method allows the user to add the Job Numbers Manually.		
	Notes Group		
Notes	Enter in appropriate Notes. Once the record is posted, the notes will then be updated on the specific Note Tab (depending on Note Type selected) of the Notes screen, against the Job Numbers that were entered in the Job Number Details Group. 55 characters permitted per line. Unlimited number of lines.	Mandatory	Blank

Field Name	Description	Validation	Default
	Job Number Details Group		
Job Number	The Job Number can be auto-populated via the Transport Details or Container Details Load Methods. The Job can also be manually entered if the Manual Entry Load Method is selected. The Notes entered will apply against these Job Numbers listed. NOTE: You can amend the Job Numbers added via the Insert, Append and Delete buttons shown at the foot of the screen, when the Job Number line is selected. Once the record has been saved, you can double click on the row and it will direct the user to the Job Number selected.	Mandatory	Blank
Client Code	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Client Name	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
	Action Buttons/Links		
Post Job Note	When this button is selected, it will then apply the Note to the Job Numbers listed in the Job Number Details Group. It will change the indicator in the 'Posted?' Field from No to Yes. The record will still exist in this screen as a view only. The user can view the Entry added via the Job Notes window in the Import Job screen. NOTE: You cannot UPDATE or DELETE a Posted Entry.		
Duplicate Job Note	The system allows you to copy a Posted and Non-Posted record. If you Copy a Posted record then it will update the record with a new Doc No and set the 'Posted?' indicator (Positioned in the Options Menu)		
OK Button	When the OK button is selected, you have the option to Post the entry each time the record is Saved. The following message will be shown: *"Do you wish to post this job note now?"* If YES, then the record will be Posted and the 'Posted?' field will show YES, along with the Posted Date, Posted Time and Posted By fields being populated. If NO, then the record will be Saved but NOT Posted and the 'Posted?' field will show NO.		

Printing Work Sheets

Once you have completed the Job Registration Creation process, and all of the data is saved that you require, you can now print the various Work Sheets, these are:

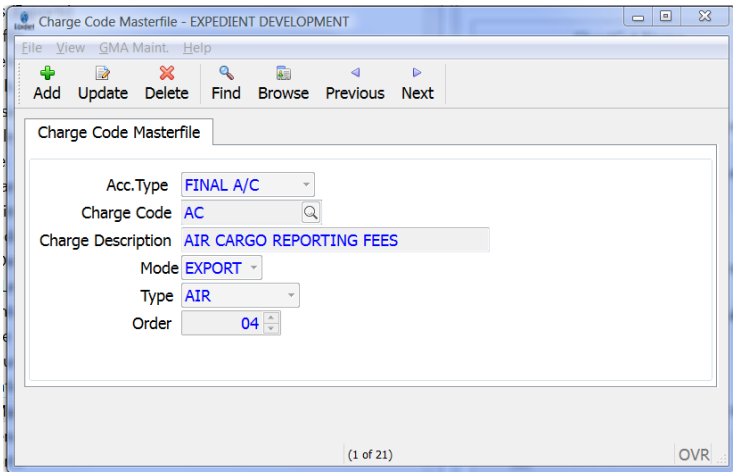
- Job Sheet – Available via Options, and a Button on the toolbar in the Job Registration screen
  - Sea
  - Air
  - Parcel Post
  - Miscellaneous
- Private Doc's Cover Sheet - Available via Options
- Private Bar Code Sheet via Options

Printing Billing Sheets

Printing Charge Sheets is available via the Options. The Charge Codes and Descriptions are initially configured and maintained by Super Users. To Set up Charge Codes, go to Menu/Administration/Company Details/Billing Sheet Maintenance. Charge Sheets and Charge Code are set up by:

- Acc. Type (Disbursements/Finals)
- Charge Code
- Mode (Export/Import)
- Type (Air, FCL, LCL)
- Print Order

See below screen shot:

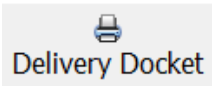


You can re-print any of the Work Sheets at any time as long as a job displayed in the Job Registration Screen.

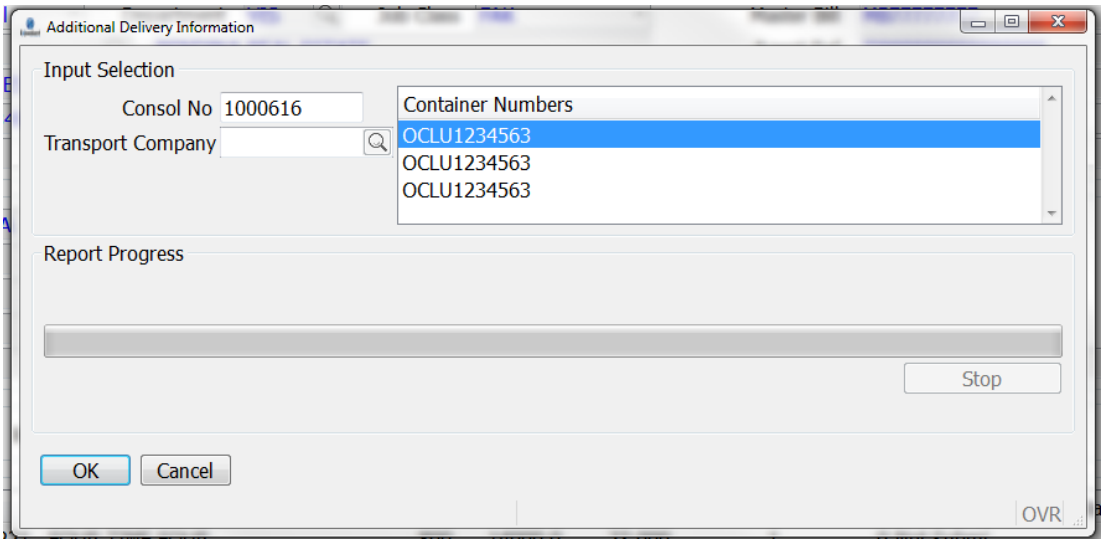
Delivery Dockets

Delivery Dockets can be printed from the Consol where the Consol is for FAK or from the Job Registration screen.

PRINTING DELIVERY DOCKETS FOR A CONSOL

If the Consol is for Job Class FAK a Delivery Docket can be sent direct from the Consol to the Cartage company. The option is available from the Notifications menu and from the 

toolbar button.

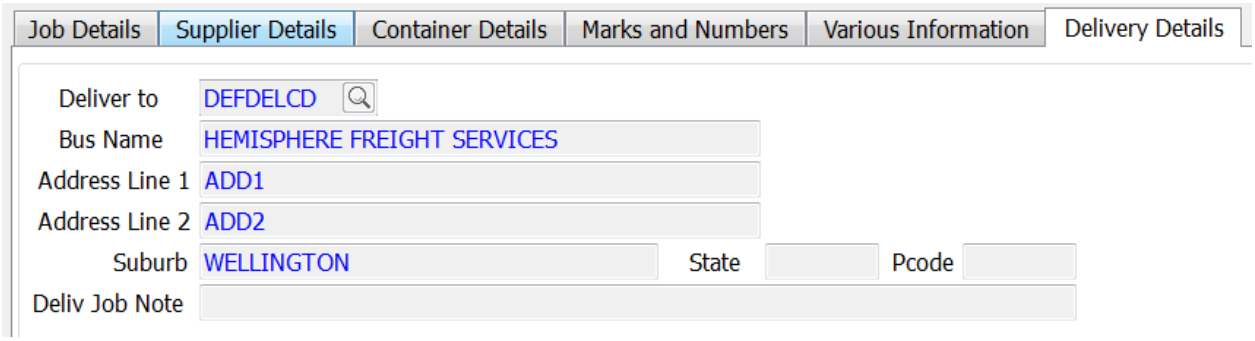


This screen will list all the containers associated with the Jobs on the FAK consol. Enter the Transport Company the document is to be sent to or use to find the Carrier code.

The Docket will print the Unpack Depot as the Delivery Address and the Terminal as the Pick Up Address.

PRINTING DELIVERY DOCKETS FOR A JOB

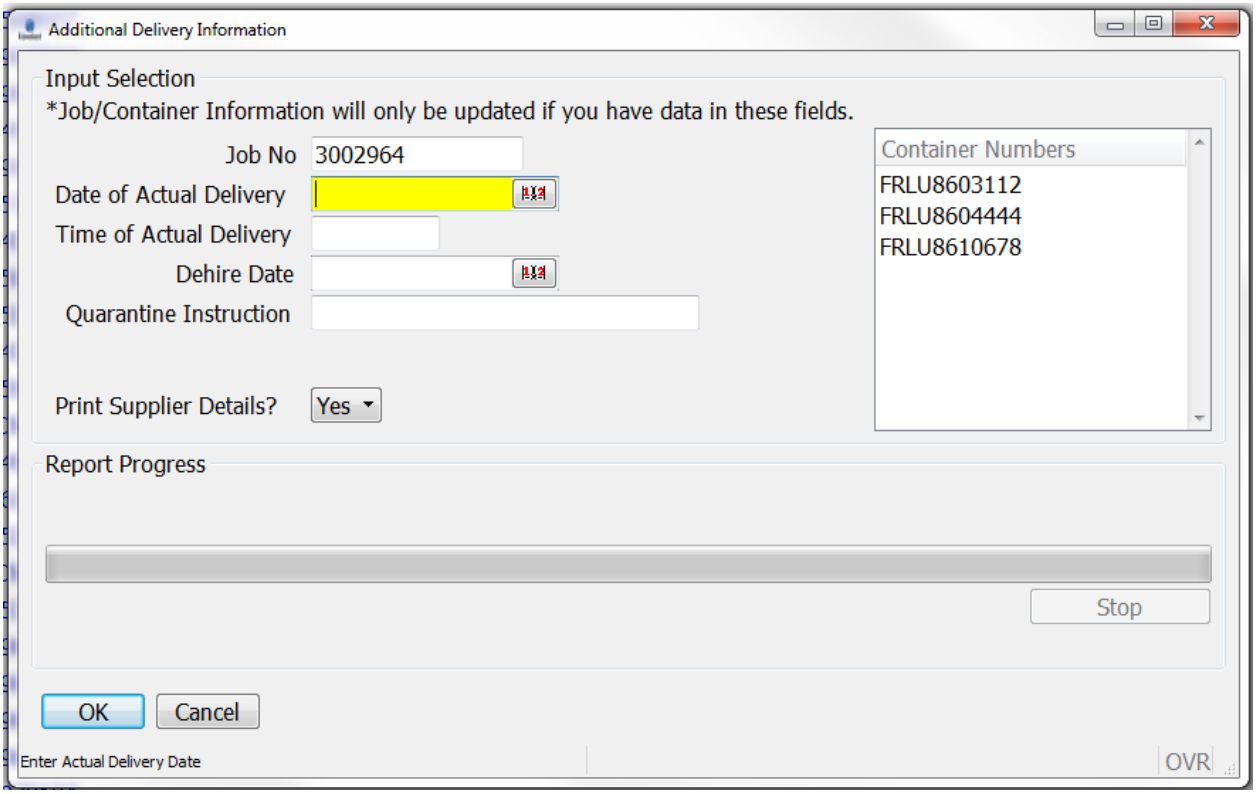
To print a delivery docket, users must ensure the Delivery Details information is completed in the Delivery Details Tab, see below:



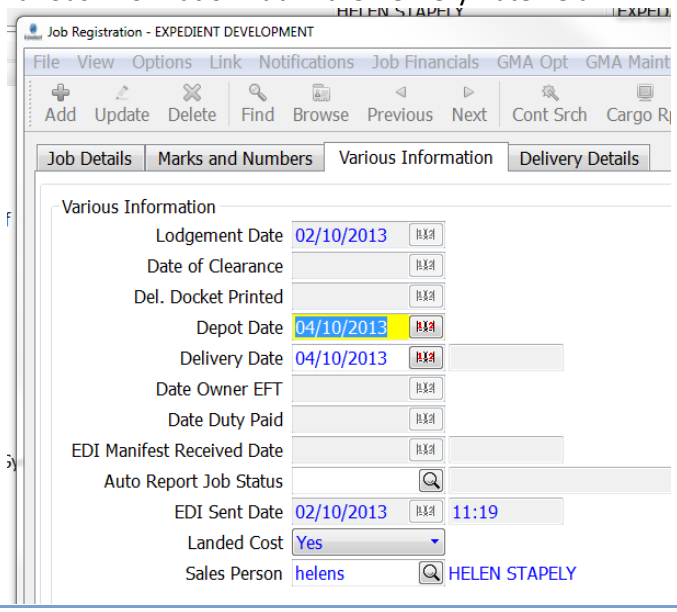
The above Delivery Address is stored at the Job level.

Container Numbers must also be entered for Sea Freight Shipments in order to print a Delivery Docket. This is available via the Docket Button. When users select this, the below screen will appear:

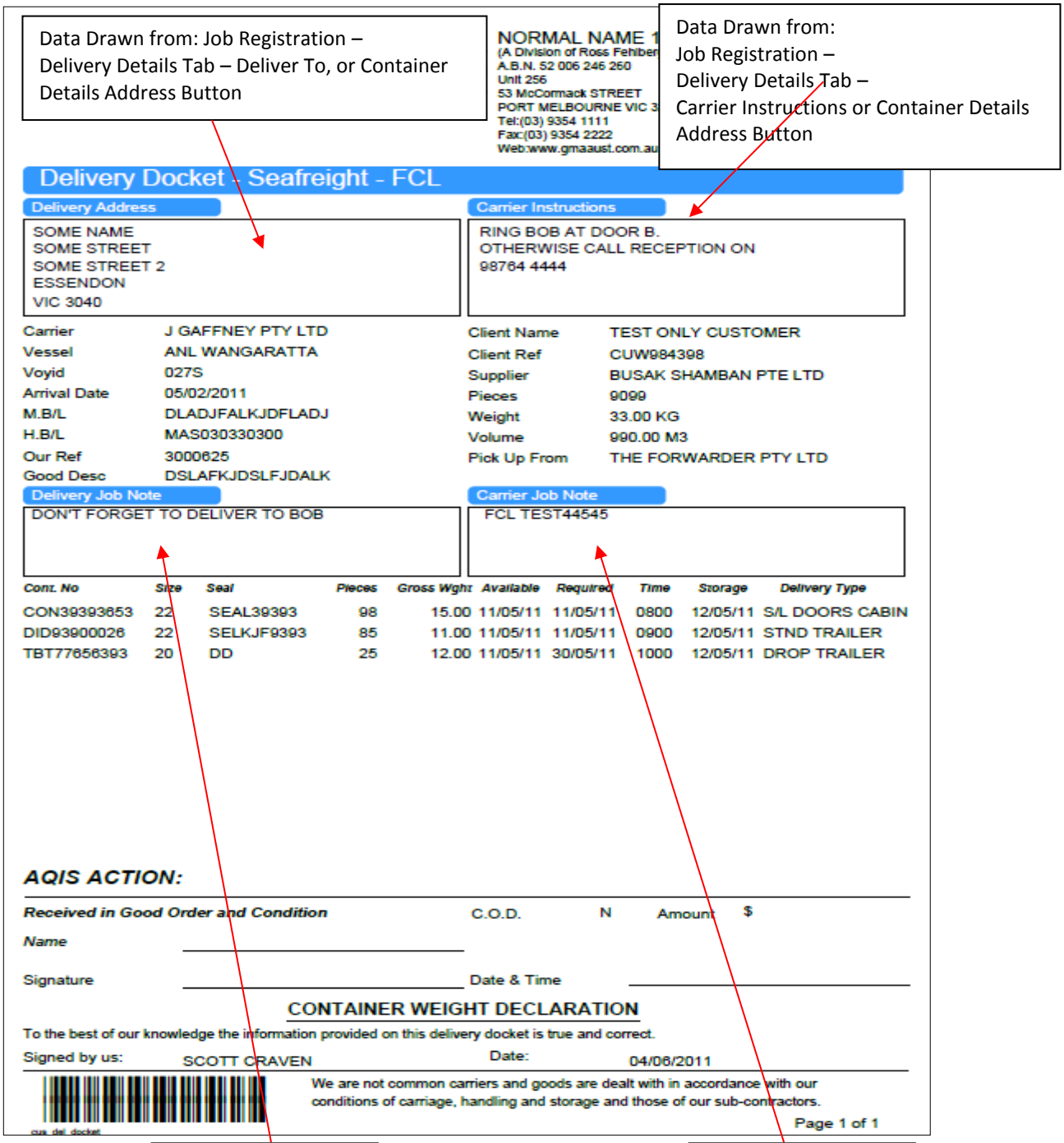
The below screen allows users to input various information for the Delivery Docket.



Enter any information that is relevant to your job:

Field Name	Description	Validation	Default
Job No	Enter the Job Number if using this from the Customs Clearance Menu. If you are running this program from the Registration Screen then the Job Number will be auto-populated.	Mandatory	Blank / Job Registration
Date of Actual Delivery	This is the date of delivery of the Goods, this is usually the same as the date you are printing the Delivery Docket. Please Note: Date of Actual Delivery Date is then populated in the Various Information Tab in the Delivery Date field: 	Optional	Blank

Field Name	Description	Validation	Default
Date of Actual Delivery	This is the Date the goods are actually delivered	Optional	Blank
Time of Actual Delivery	This is the Time of the delivery	Optional	Blank
Dehire Date	This is the date in which the Empty Container is to be returned to the empty depot. This Date is then inserted into the Container Details tab Dehire Date field against each container	Optional	Blank
Quarantine Instruction	This is the AQIS Instructions	Optional	Blank
Container Numbers	These are the Container Numbers to be printed on the Delivery Docket from the Job. This is a no entry field and for display purposes only.	Mandatory	Yes
Print Supplier Details?	Selecting No will not print any Supplier Information on the Delivery Docket	Mandatory	Yes



NORMAL NAME 1
(A Division of Ross Fehlber
A.B.N. 52 006 245 260
Unit 256
53 McCormack STREET
PORT MELBOURNE VIC 3
Tel:(03) 9354 1111
Fax:(03) 9354 2222
Web:www.gmaaust.com.au

Delivery Docket - Seafreight - FCL

Delivery Address

SOME NAME
SOME STREET
SOME STREET 2
ESSENDON
VIC 3040

Carrier Instructions

RING BOB AT DOOR B.
OTHERWISE CALL RECEPTION ON
98764 4444

Carrier	J GAFFNEY PTY LTD	Client Name	TEST ONLY CUSTOMER
Vessel	ANL WANGARATTA	Client Ref	CUW984398
Voyid	027S	Supplier	BUSAK SHAMBAN PTE LTD
Arrival Date	05/02/2011	Pieces	9099
M.B/L	DLADJFALKJDFLADJ	Weight	33.00 KG
H.B/L	MAS030330300	Volume	990.00 M3
Our Ref	3000625	Pick Up From	THE FORWARDER PTY LTD
Good Desc	DSLAFKJDSLFJDALK		

Delivery Job Note

DON'T FORGET TO DELIVER TO BOB

Carrier Job Note

FCL TEST44545

Cont. No	Size	Seal	Pieces	Gross Wght	Available	Required	Time	Storage	Delivery Type
CON39393653	22	SEAL39393	98	15.00	11/05/11	11/05/11	0800	12/05/11	S/L DOORS CABIN
DID93900026	22	SELKJF9393	85	11.00	11/05/11	11/05/11	0900	12/05/11	STND TRAILER
TBT77656393	20	DD	25	12.00	11/05/11	30/05/11	1000	12/05/11	DROP TRAILER

AQIS ACTION:

Received in Good Order and Condition C.O.D. N Amount $

Name _____

Signature _____ Date & Time _____

CONTAINER WEIGHT DECLARATION

To the best of our knowledge the information provided on this delivery docket is true and correct.

Signed by us: SCOTT CRAVEN Date: 04/06/2011

cus_del_docket

We are not common carriers and goods are dealt with in accordance with our conditions of carriage, handling and storage and those of our sub-contractors.

Page 1 of 1

Data Drawn from: Job Registration – Delivery Details Tab – Deliver To, or Container Details Address Button

Data Drawn from: Job Registration – Delivery Details Tab – Carrier Instructions or Container Details Address Button

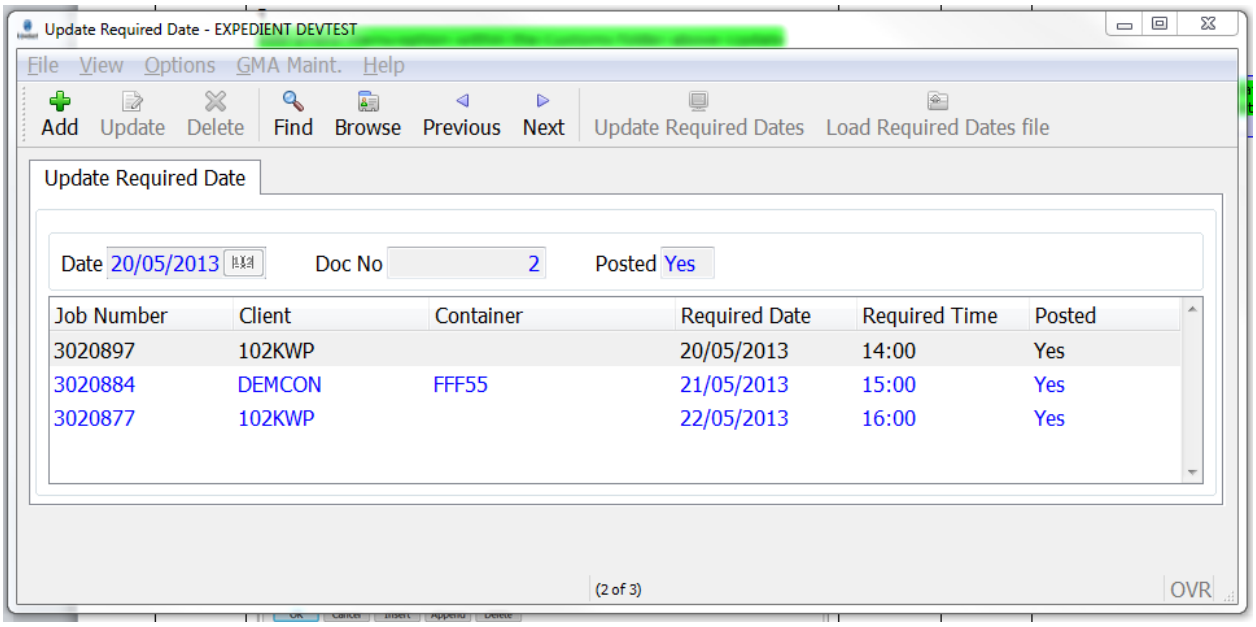
Data Drawn from: Job Registration – Delivery Details Tab – Delivery Job Note

Data Drawn from: Job Registration – Delivery Details Tab – Carrier Job Note

UPDATE REQUIRED DATE

Expedient allows users to batch update Jobs in which Required Date and Times can be added. The below screens allows many jobs to be updated at the same time.

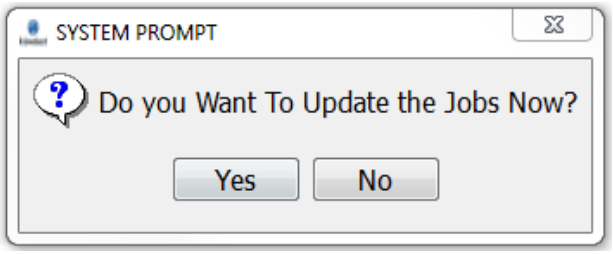
Required Dates and Times can be supplied for LCL, FCL and FCX jobs. Individual containers can be selected using the zoom button in the Container column.


Update Required Date - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Update Required Dates Load Required Dates file
Update Required Date
Date 20/05/2013 Doc No 2 Posted Yes
Job Number Client Container Required Date Required Time Posted
3020897 102KWP 20/05/2013 14:00 Yes
3020884 DEMCON FFF55 21/05/2013 15:00 Yes
3020877 102KWP 22/05/2013 16:00 Yes
(2 of 3)
OVR

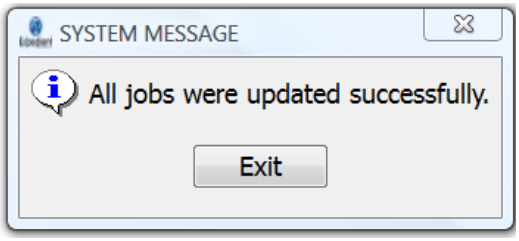
Field Name	Description	Validation	Default
Date	This is the date the mass update is actioned	Mandatory	Today
Doc No	This is a reference number for the mass update	N/A	System Generated
Posted	This indicates whether the mass update has happened	N/A	System Generated
Job Number	This is the job number to be updated	Mandatory	Blank
Client	This is the client for the selected job	N/A	From Job Registration
Container	Use the to select from the containers registered for the job. Alternatively leave the container field blank to update all the containers for the job	Optional	Blank
Required Date	This is the client's required date for the job or selected container to be delivered	N/A	Blank
Required Time	This is the client's required time for the job or selected container to be delivered	N/A	Blank

Field Name	Description	Validation	Default
Posted	This indicates whether the mass update has happened	N/A	System Generated

Once the user inputs the jobs and the Required Date and Time, Expedient will ask the following:

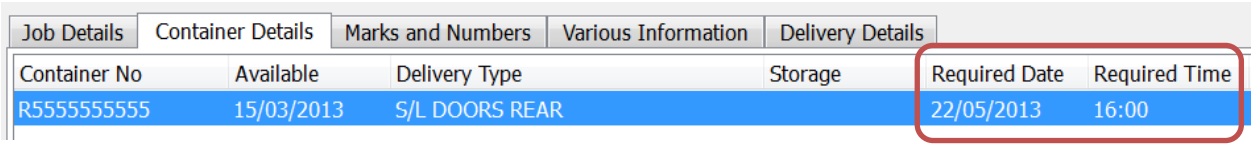


If the user answers yes then Expedient will immediately update the jobs and return the following:

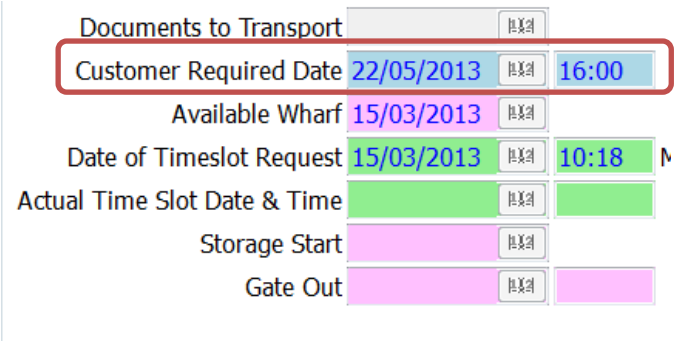


If a job record is locked Expedient will not be able to update the job. This will display a “No” In the Posted column.

Once successfully completed the process updates the Required Date and Time in the Job Registration screen, Container Details tab



If the job is FCL or FCX the Required Date and Time will be updated in Container Management.



Load Required Dates File

The toolbar button, Load Required Dates file, in the Update Required Dates screen allows upload of a file containing Required Date and Time information. This can be used to provide the required date for LCL or FCL or FCX jobs. The file must be in the following format with the columns in the order indicated.

1. **Job Number (mandatory)**
2. Container Number (optional)
3. **Required Date (mandatory)**
4. Required Time (Optional)

Sample File

	A	B	C	D
1	3002323	ASDF0001001	3/04/2013	10:00
2	3002323	ASDF0001002	4/04/2013	11:00
3	3002323	ASDF0001003	5/04/2013	12:00
4	3002323	ASDF0001004	6/04/2013	13:00
5	3002323	ASDF0001005	7/04/2013	14:00
6	3002323	ASDF0001006	8/04/2013	15:00
7	3002323	ASDF0001007	9/04/2013	16:00
8	3002323	ASDF0001008	10/04/2013	17:00
9	3002323	ASDF0001009	11/04/2013	18:00
10	3002323	ASDF0001010	12/04/2013	19:00
11	3002323	ASDF0001011	13/04/2013	20:00
12	3002323	ASDF0001012	14/04/2013	21:00
13	3002323	ASDF0001013	15/04/2013	22:00
14	3002323	ASDF0001014	16/04/2013	23:00
15	3002323	ASDF0001015	17/04/2013	0:00
16	3002323	ASDF0001016	18/04/2013	1:00
17	3020884	R5555555	19/04/2013	2:00
18	3020875	MEU88866112	20/04/2013	3:00

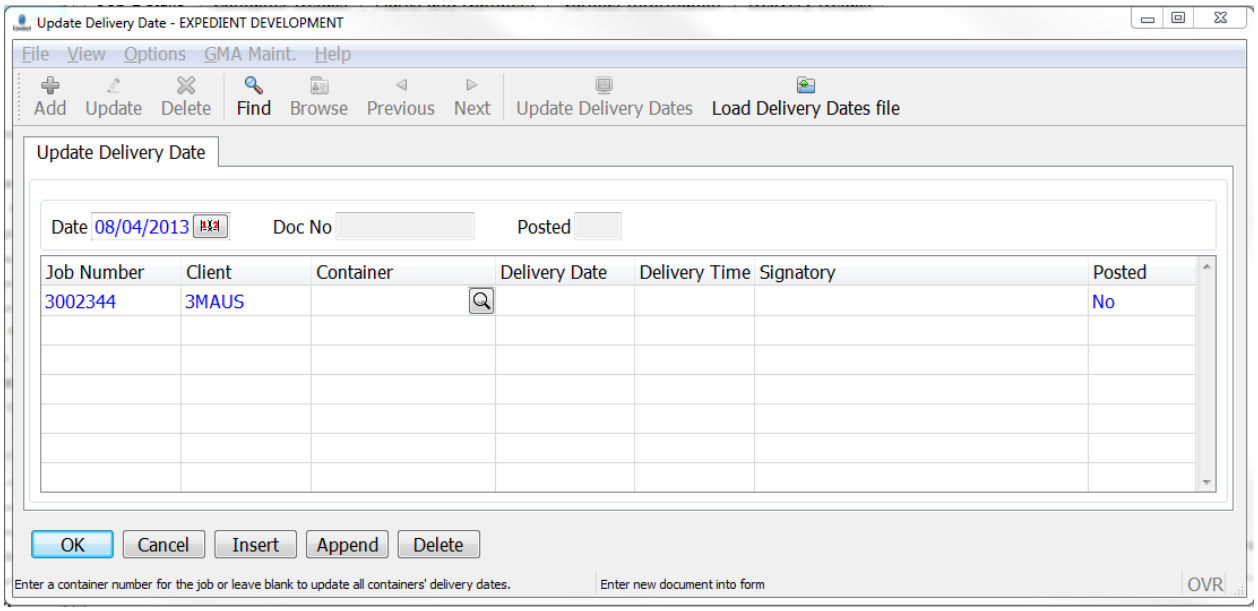
Expedient will check that the mandatory columns are present in the file. Expedient will also check that the job number provided is a valid job number.

The details of the file will be uploaded into the Update Required Dates Screen and can be further updated here before posting and updating the listed jobs.

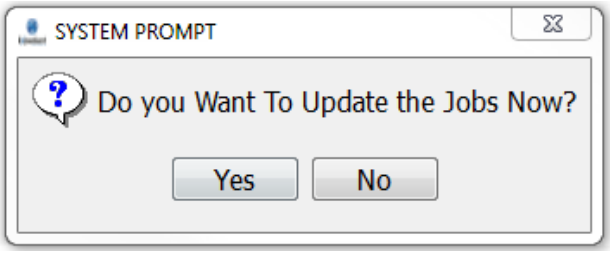
Update Delivery Date

Expedient allows users to batch update Jobs in which delivery dates are required. The below screens allows many jobs to be updated at the same time.

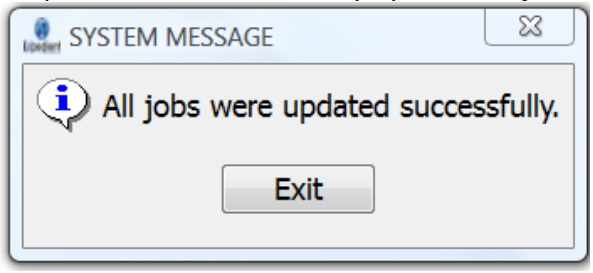
Delivery Dates can be supplied for Air, LCL and FCL jobs. Individual containers can be selected to provide a Delivery Date using the zoom button in the Container column.


Update Delivery Date - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Update Delivery Dates Load Delivery Dates file
Update Delivery Date
Date 08/04/2013
Doc No
Posted
Job Number Client Container Delivery Date Delivery Time Signatory Posted
3002344 3MAUS No
OK Cancel Insert Append Delete
Enter a container number for the job or leave blank to update all containers' delivery dates.
Enter new document into form
OVR

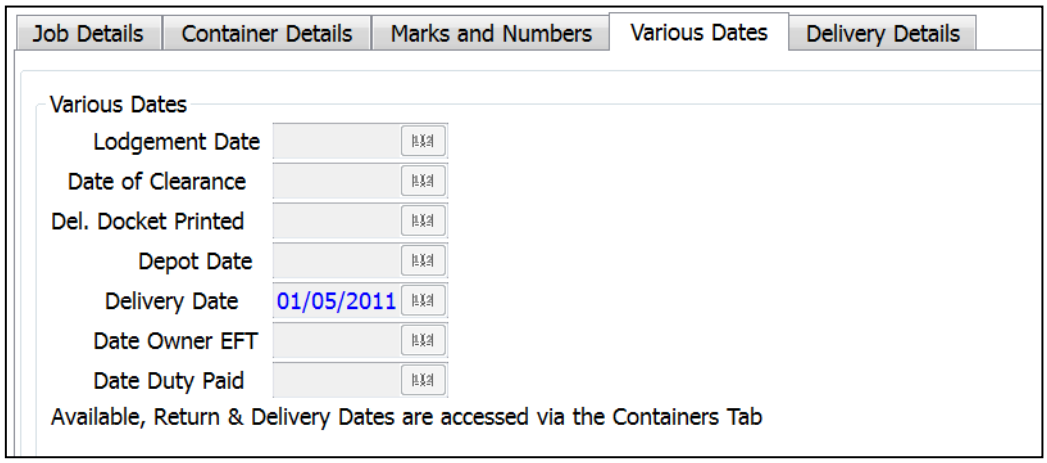
Once the user inputs the jobs and the Delivery Dates and the Signatory, then Expedient will ask the following:



If the user answers yes then Expedient will immediately update the job and return the following:



If a job record is locked Expedient will not be able to update the job. If a job record is locked Expedient will not be able to update the job. This will display a “No” In the Posted column. Once successfully completed the process updates the Delivery Date in the Job Registration screen. See below:



Any containers on the job will have the Delivery Date and Time inserted in the Container Details tab and if the job is FCL the Delivery Date, Time and Signatory will be updated in Container Management.

A CDD, Container Delivery Date, event will be created against each container and when the final container is delivered a DDEL, Date Delivered, event will be created for the whole job indicated the job has been fully delivered.

A 'DOD' event will be created for each job listed in the Update Delivery Screen. The event can be found in the Job Registration screen from the Options menu.

LOAD DELIVERY DATES FILE

The toolbar button, Load Delivery Dates file, in the Update Delivery Date screen allows upload of a file containing delivery date, time and signatory information. This can be used to provide the delivery date for air cargo, LCL or FCL or FCX jobs. The file must be in the following format with the columns in the order indicated.

5. **Job Number (mandatory)**
6. Container Number (optional)
7. **Delivery Date (mandatory)**
8. Delivery Time (Optional)
9. Signatory (Optional)

Sample File

	A	B	C	D	E
1	3002323	ASDF0001001	3/04/2013	12:01	C1
2	3002323	ASDF0001002	4/04/2013		C2
3	3002323	ASDF0001003	5/04/2013	14:01	
4	3002997		10/04/2013	10:10	C4
5					

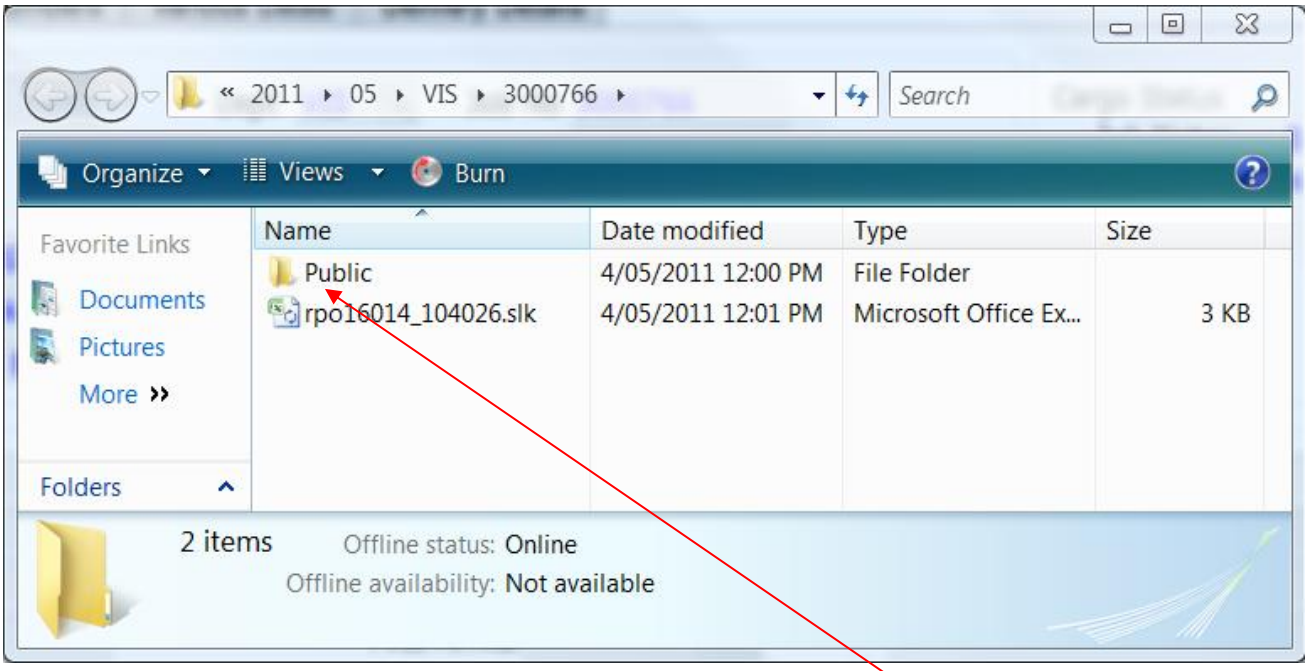
Expedient will check that the mandatory columns are present in the file. Expedient will also check that the job number provided is a valid job number.

The details of the file will be uploaded into the Update Delivery Screen and can be further updated here before posting and updating the listed jobs.

Attaching Documents

Expedient allows users to attach any document type including Emails via the Doc's button on the Job Registration Screen:

Once a user clicks on the Doc's button a Windows Explorer window will display and default to the PRIVATE Directory for that Job, see below screen shot:



Documents in the above directory are not viewable by Customers via the Web Portal. If there are documents that users wish Customers to view via the Web Portal, place all documents in the above public Sub-Directory

Proof of Delivery Upload

Expedient will load pdf Proof of Delivery (POD) from a designated folder that an external party has sent the documents to. Expedient will process the documents according to the filename and send the POD pdf to the Public Documents folder for the relevant job. Please contact Expedient Software if you would like to use this facility.

The filename for the POD pdf file must conform to the following format

JobPOD_<order number>-<containerkey>_<Container Number>_<Expedient Job Number>_<timestamp>

The format for the timestamp must be YYYYMMDDHHMMSS

On receipt of the pdf file to the specified folder the system will check that a job exists matching the job number and the container number in the filename. If the job number and container number

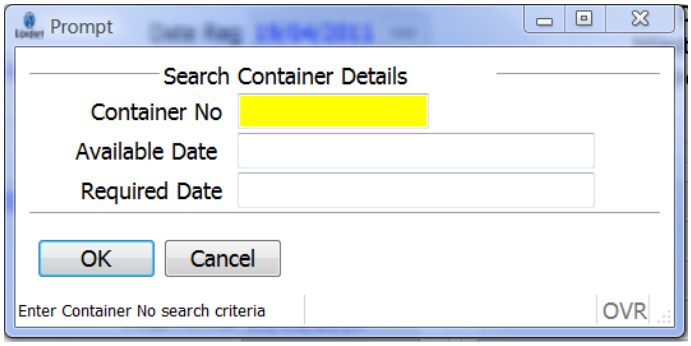
are found the file will be saved to the Public Documents folder for the Job and a POD event is created in the Job for the container.

If there is problem matching either the job number or container number Expedient will send a message to designated recipients to advise of the problem allocating the file. The file will be placed in a designated 'Rejected' folder so that the file can be checked and attached to the correct Expedient Job Documents folder manually.

Print Labels
This option is available from the More Options menu in the Job Registration screen.

Copy Job
Once users have completed the Job Registration Creation process, the copy job function can be utilised. This is selected via the Options Toolbar – More Options – Copy Job. This copies all of the job information to a new Job Number, **excluding** any Notes, Container, Attachments, and Charges, except where the Job Type is LCL/FAK then the F/L, Container Number, Type, Seal Number, Cont Type and size will be copied to the new job.
This function will also notify the user if they would like to copy the Consol No over at the same time.

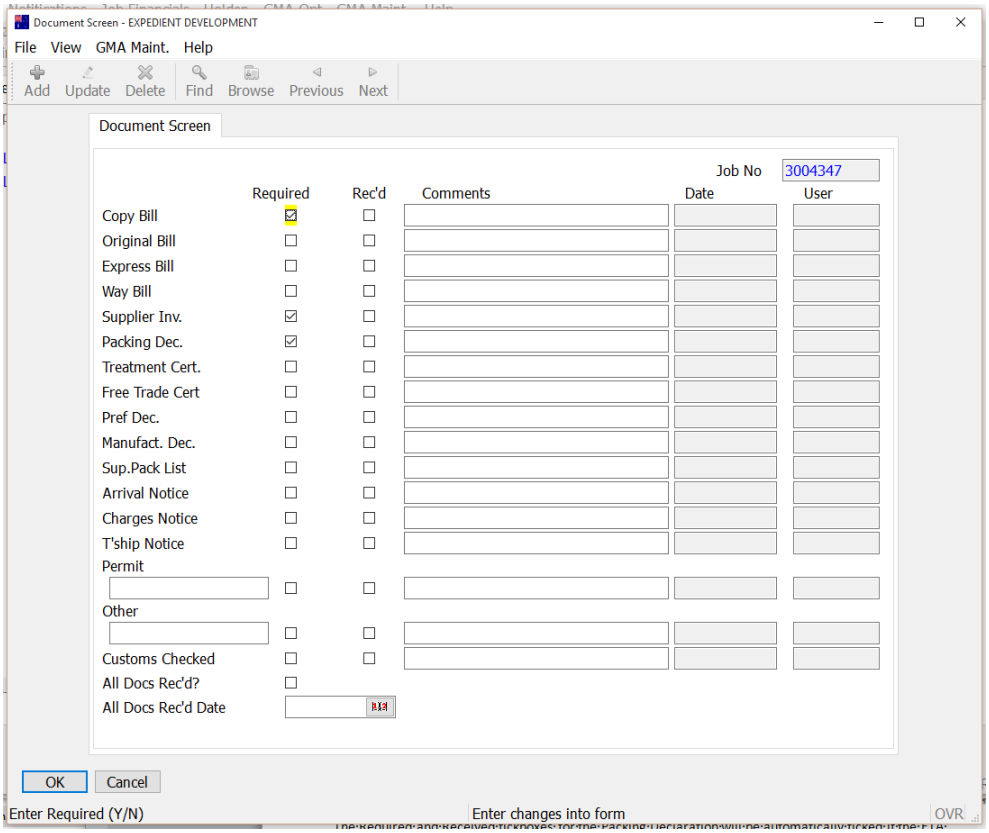
Container Search
There will be occasions whereby users will need to find a job with a specific container. From the **Job Registration Screen, select Options – Find Jobs by Container.** This will then pop up a screen, see below:



If the container number returns more than 1 job then the Registration Screen will display (1 of XX) at the bottom of the screen.

Document Screen

This screen allows users to select which Documents are required and of those documents which have been received, see below screen. This information is reported in the below notifications section and there is also an Automated Report in the Automatic Reports Module that can be set up to remind users/customers that documents have not yet been received. See Report Codes: MISSDOCS01, 02 and 03.

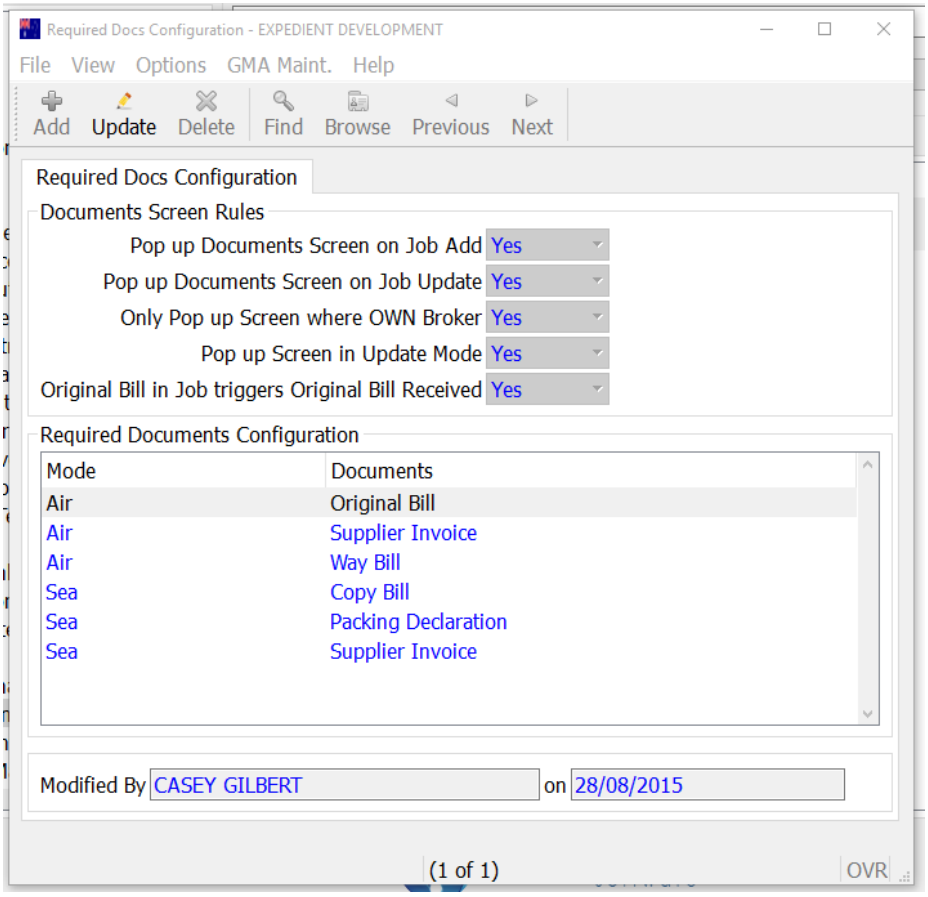


The Date and User fields are automatically populated with the User and today's date when Documents are ticked as Received or comments are added.

When the final required document is ticked as received the All Docs Rec'd tickbox and Date will be populated. If another document is subsequently ticked as required the All Docs Rec'd tickbox and Date will be cleared.

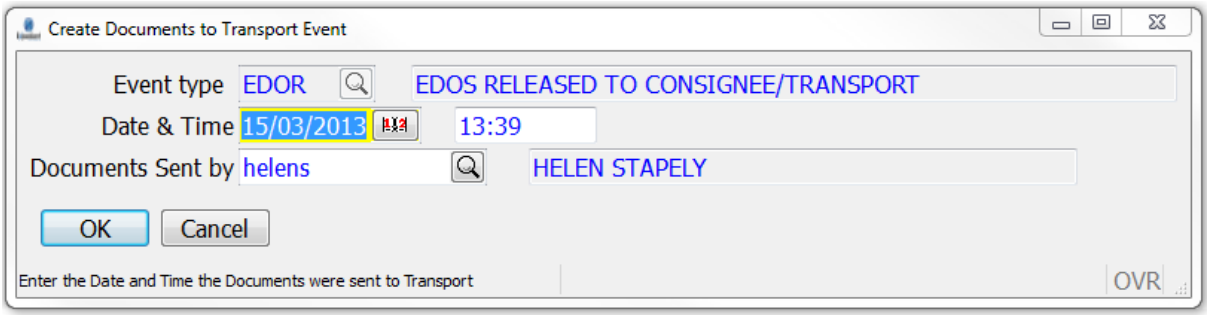
The Required and Received tick boxes for the Packing Declaration will be automatically ticked if the ETA Destination date for the Job is within the validity range for the Annual Packing Declaration Documents, LAP and FAP, for your client and their Supplier.

The Documents that are always required for Sea and Air jobs can be selected to always be ticked as required in the Administration>Company Details Menu>Required Docs Configuration screen. The ability for the Documents Screen to automatically pop up when Jobs are Added or Update, or for Brokerage Jobs only can also be set in this screen.


Required Docs Configuration - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next
Required Docs Configuration
Documents Screen Rules
Pop up Documents Screen on Job Add Yes
Pop up Documents Screen on Job Update Yes
Only Pop up Screen where OWN Broker Yes
Pop up Screen in Update Mode Yes
Original Bill in Job triggers Original Bill Received Yes
Required Documents Configuration
Mode Documents
Air Original Bill
Air Supplier Invoice
Air Way Bill
Sea Copy Bill
Sea Packing Declaration
Sea Supplier Invoice
Modified By CASEY GILBERT on 28/08/2015
(1 of 1)
OVR

Create Documents to Transport Event

Where the import Job Type is FCL or FCX this option create the Documents to Transport Event.


Create Documents to Transport Event
Event type EDOR EDOS RELEASED TO CONSIGNEE/TRANSPORT
Date & Time 15/03/2013 13:39
Documents Sent by helens HELEN STAPELY
OK
Cancel
Enter the Date and Time the Documents were sent to Transport
OVR

Enter the details of when the Documents were sent to Transport and who sent them. The fields will default to the current user and the current date and time and they can be updated.

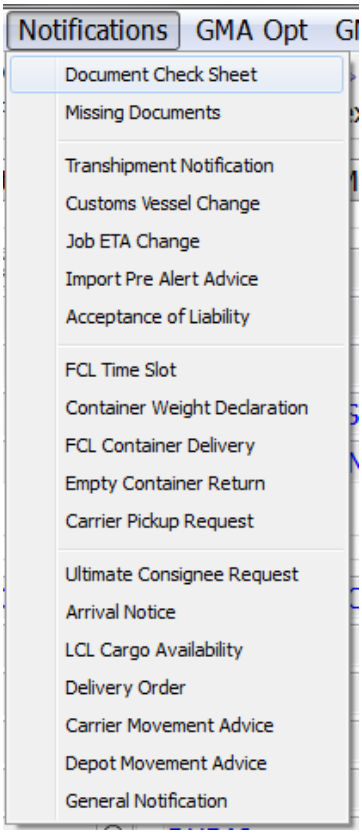
On OK the event will be created against the Job, displaying the container number as the reference.

Type	Description	Date	Time	Reference	User	Manual
EDOR	EDOS RELEASED TO CONSIGNEE/TRANSPORT	15/03/2013	1339	MEUA8173696	HELEN STAPELY	Y
EDOR	EDOS RELEASED TO CONSIGNEE/TRANSPORT	15/03/2013	1339	BH717166	HELEN STAPELY	Y

The Container Management system will also be updated for each container on the job to show the Date the Documents were sent

Customer Notes
Use this option to view and add or update notes held in the Customer Masterfile.

Notifications
Within the Job Registration Screen under the Notifications Toolbar there are a series of notifications that inform various parties about shipment information. See below for a list of standard notifications that are available:



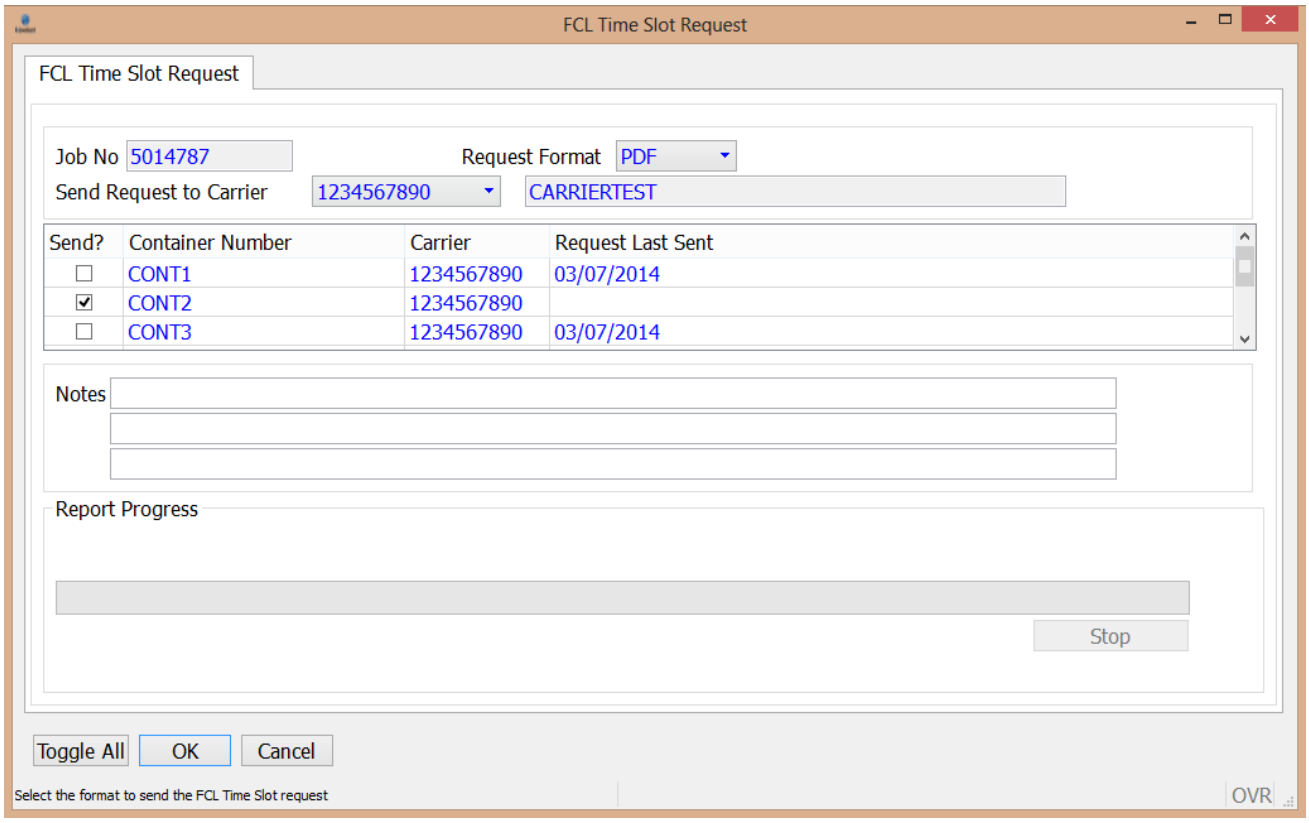
Document Check Sheet – This is an internal document that displays which Documents are required but not yet received.

Missing Documents – This is a notification that can be sent to customers/agents informing them of which documents have not yet been received. This draws data from the Documents Screen above. This is also available to be set up as an Automatic Report.

Documents Available Notice – The Documents Available Notice is to notify the Broker that you have Documents ready for collection. The document is available from the import job registration screen, through Notifications -> Documents Available Notification. This document will list any documents that you have marked as 'Received' in the Documents Screen for that job. The default recipients for the document are any personnel set up in the broker's masterfile for all documents or Import notifications. This can be changed, in the print menu, before the document is sent.

FCL TIME SLOT

This option provides the ability to create a request to Transport to pick up full import containers from the terminal for delivery. The screen displays all the containers registered for the job and indicates the carrier assigned at job level or container level.



Field Name	Description	Validation	Default
Job No	This is the Job Number that the FCL Time Slot request will be sent for	Mandatory	Defaults from Job Registration Screen
Request Format	Format Selection: PDF, XLS or CSV which can be edited in Excel.	Mandatory	PDF
Send Request to Carrier	This pull down list shows all the carriers that have been assigned to containers in the job either at job level or at container level. Select from the list which carrier you are sending the FCL Time Slot request to	Mandatory	First carrier in the list
Send?	Select to send the FCL Time Slot Request for the container on the line by clicking in the tick box. This box is ticked if the carrier for the container matches the carrier the request will be sent to. This box will be unticked if the carrier has already been sent the Time Slot request for the container	Optional	Conditional

Field Name	Description	Validation	Default
Container Number	This is the container registered to the Job	Mandatory	Defaults from Job Registration Screen
Carrier	Customer Code for the Carrier assigned to the container at either the job level in the Delivery Details tab or at container level in the Container Delivery Details screen	Optional	Defaults from Job Registration Delivery Details or Container Delivery Details
Request Last Sent	This indicates the date the FCL Time Slot Request was last sent. If this column is blank the FCL Time Slot Request has not been sent to a carrier.	Optional	System Generated
Notes	Add text here to appear in the PDF version of the FCL Time Slot Request	Optional	Blank
Toggle All	This button allows all the containers with a carrier than matches the selected Request Carrier to be ticked in one action. This button can also deselect all in one action	N/A	N/A

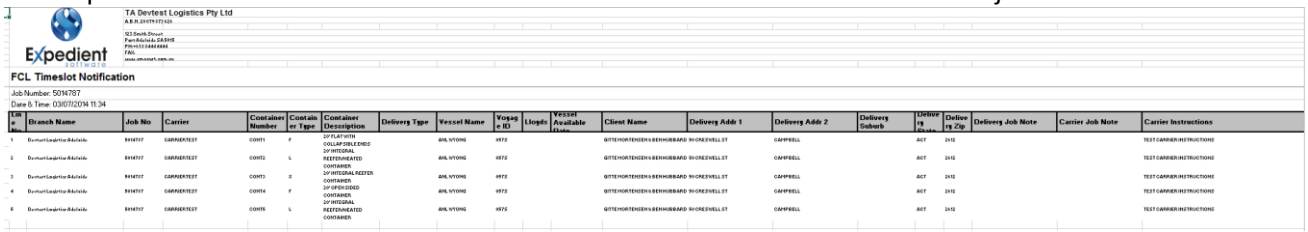
Sample CSV Format (FCL Time Slot Request)

FCL Timeslot Notification - CSV	Devtest Logistics Pty Ltd																				
Date & Time: 03/07/2014 11:21:05																					
Line	Branch Name	Job No	Carrier	Container Number	Container Type	Container Description	Delivery Type	Vessel Name	Voyage ID	Lloyds	Vessel Available Date	Client Name	Delivery Addr 1	Delivery Addr 2	Delivery Suburb	Delivery State	Delivery Zip	Delivery Job Note	Carrier Job Note	Carrier Instructions	
1	Devtest Logistics Adelaide	SE+06	CARRIERTEST	CONT1	F	20' FLAT WITH COLLAPSIBLE ENDS		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS	
2	Devtest Logistics Adelaide	SE+06	CARRIERTEST	CONT2	L	20' INTEGRAL REEFER/HEATED CONTAINER		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS	
3	Devtest Logistics Adelaide	SE+06	CARRIERTEST	CONT3	X	20' INTEGRAL REEFER CONTAINER		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS	
4	Devtest Logistics Adelaide	SE+06	CARRIERTEST	CONT4	F	20' OPEN SIDED CONTAINER		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS	
5	Devtest Logistics Adelaide	SE+06	CARRIERTEST	CONT5	L	20' INTEGRAL REEFER/HEATED CONTAINER		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS	

The CSV report includes container type, vessel, availability date information, the delivery address and Carrier Instructions for each container.

Sample XLS Format (FCL Time Slot Request)

The Report in XLS format is the same details that are shown in the CSV format. It is just a different format.



TA Devtest Logistics Pty Ltd

FCL Timeslot Notification

Job Number: 5014787

Date & Time: 03/07/2014 11:34

Line	Branch Name	Job No	Carrier	Container Number	Container Type	Container Description	Delivery Type	Vessel Name	Voyage ID	Lloyds	Vessel Available Date	Client Name	Delivery Addr 1	Delivery Addr 2	Delivery Suburb	Delivery State	Delivery Zip	Delivery Job Note	Carrier Job Note	Carrier Instructions
1	Devtest Logistics Adelaide	5014787	CARRIERTEST	CONT1	F	20' FLAT WITH COLLAPSIBLE ENDS		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS
2	Devtest Logistics Adelaide	5014787	CARRIERTEST	CONT2	L	20' INTEGRAL REEFER/HEATED CONTAINER		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS
3	Devtest Logistics Adelaide	5014787	CARRIERTEST	CONT3	X	20' INTEGRAL REEFER CONTAINER		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS
4	Devtest Logistics Adelaide	5014787	CARRIERTEST	CONT4	F	20' OPEN SIDED CONTAINER		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS
5	Devtest Logistics Adelaide	5014787	CARRIERTEST	CONT5	L	20' INTEGRAL REEFER/HEATED CONTAINER		ANL WYONG	0575			GITTE MORTENSEN & BEN HUBBARD	50 CRESWELL ST	CAMPBELL		ACT	2612			TEST CARRIER INSTRUCTIONS

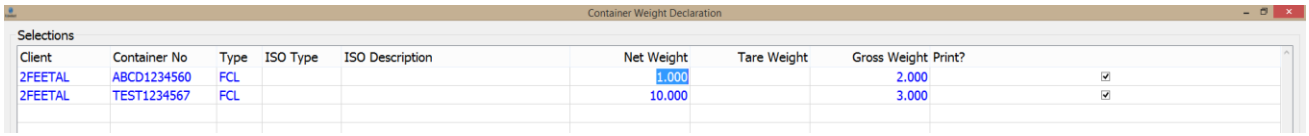
CONTAINER WEIGHT DECLARATION

The Container Weight Declaration is a document that states the weight of the container and its contents. This screen can be accessed via the 'Notifications' Menu.

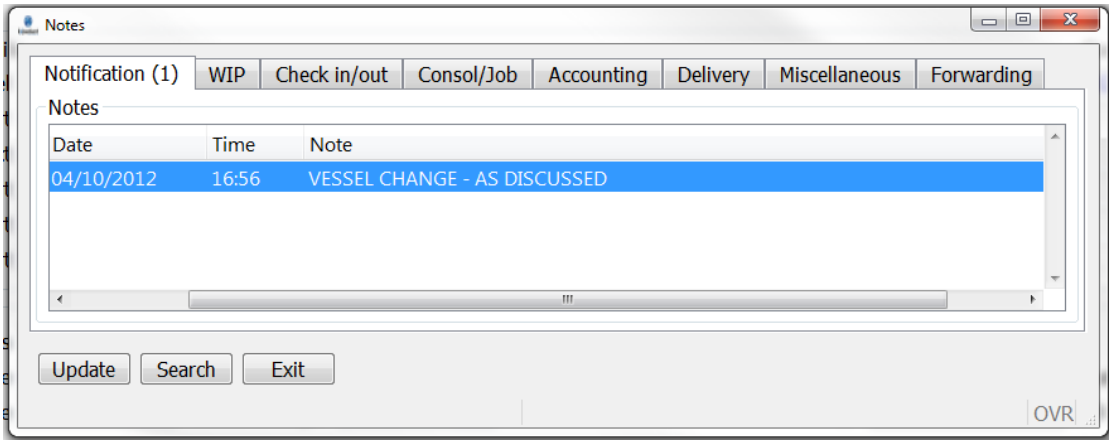
It will pre-populate the Container Number details that have been added in the Container Details Tab on the Import Job.

If the Gross Weight exists then the Print check box will be automatically ticked.

The Tare Weight does not automatically populate and needs to be entered in manually by the user.



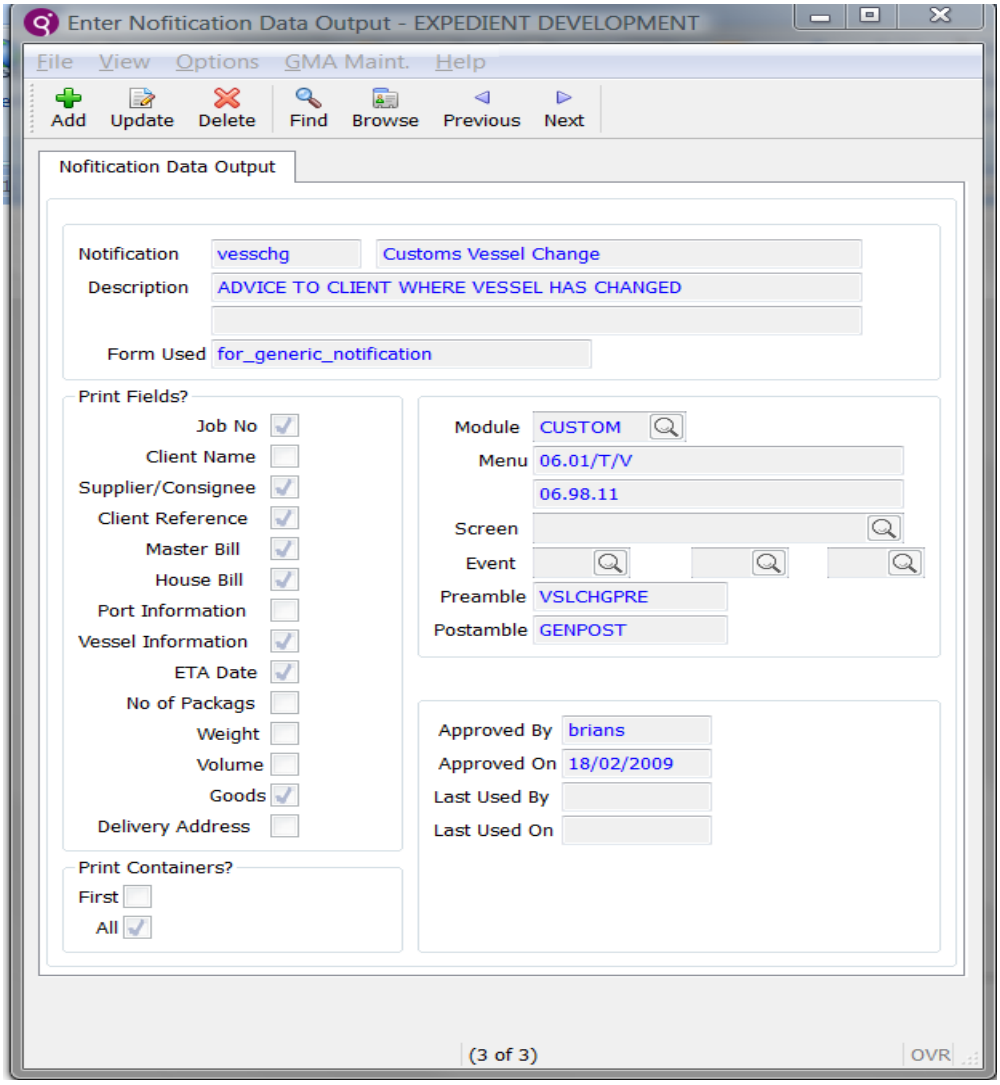
General Notification – This is a general notification that allows users to input data in the Job Notes Section in the Notification Tab. Any information in this screen will print on the Notification.



Editing Notifications

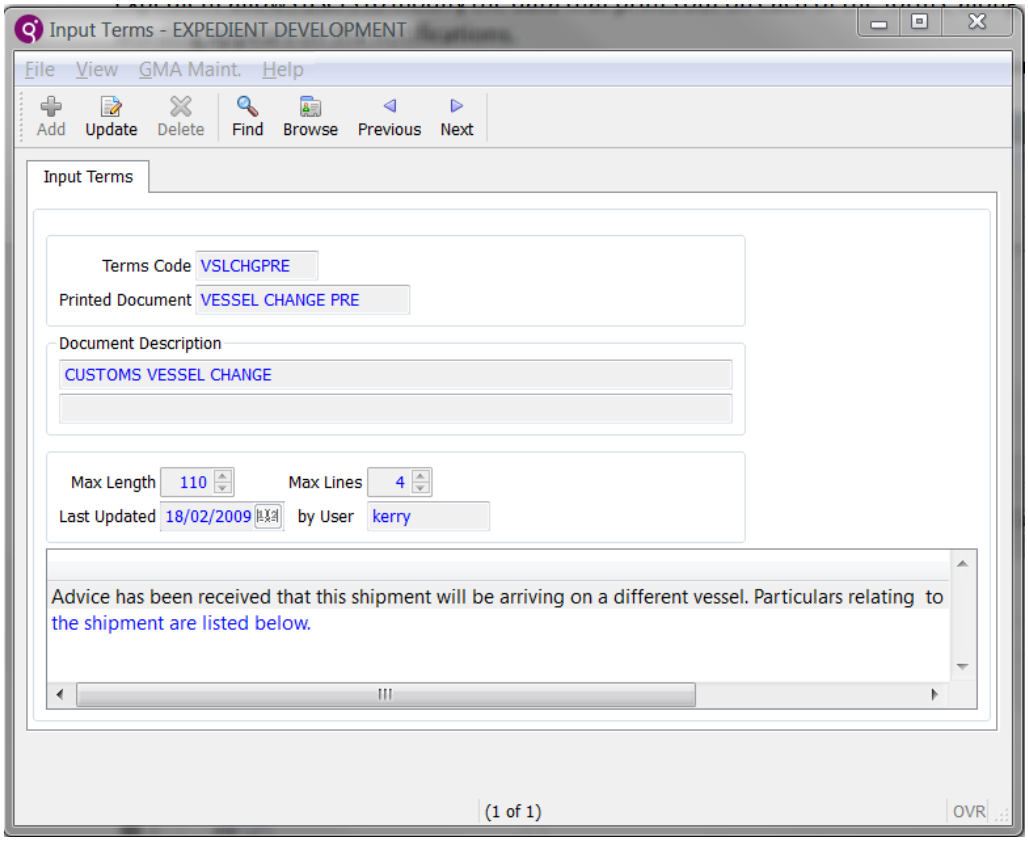
Expedient allows users to modify the data that prints out on each of the forms, along with what wording appears on the notifications.

The below screen is accessed via the Administration Menu – Company Details – Generic Notifications Regist.



Changing Wording

The PREAMBLE and POSTAMPLE information can be modified in Menu Administration – Company Details Menu – Input Terms Printouts. See the below example of the Customs Vessel Change Pre-Ample data. And the actual Vessel Notification Print out.


Input Terms - EXPEDIENT DEVELOPMENT
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Input Terms
Terms Code VSLCHGPRE
Printed Document VESSEL CHANGE PRE
Document Description
CUSTOMS VESSEL CHANGE
Max Length 110 Max Lines 4
Last Updated 18/02/2009 by User kerry
Advice has been received that this shipment will be arriving on a different vessel. Particulars relating to the shipment are listed below.
(1 of 1)
OVR

EXPEDIENT SOFTWARE
GST No. 96-128-000
SUITE 102 AFCAB BUILDING

TULLAMARINE VIC 3045
PH:(03) 9338 9933
FAX:(03) 9338 9636

To DEMONSTRATION COMPANY
From SCOTT CRAVEN
Date 03 July 2012

Customs Vessel Change

Advice has been received that this shipment will be arriving on a different vessel. Particulars relating to the shipment are listed below.

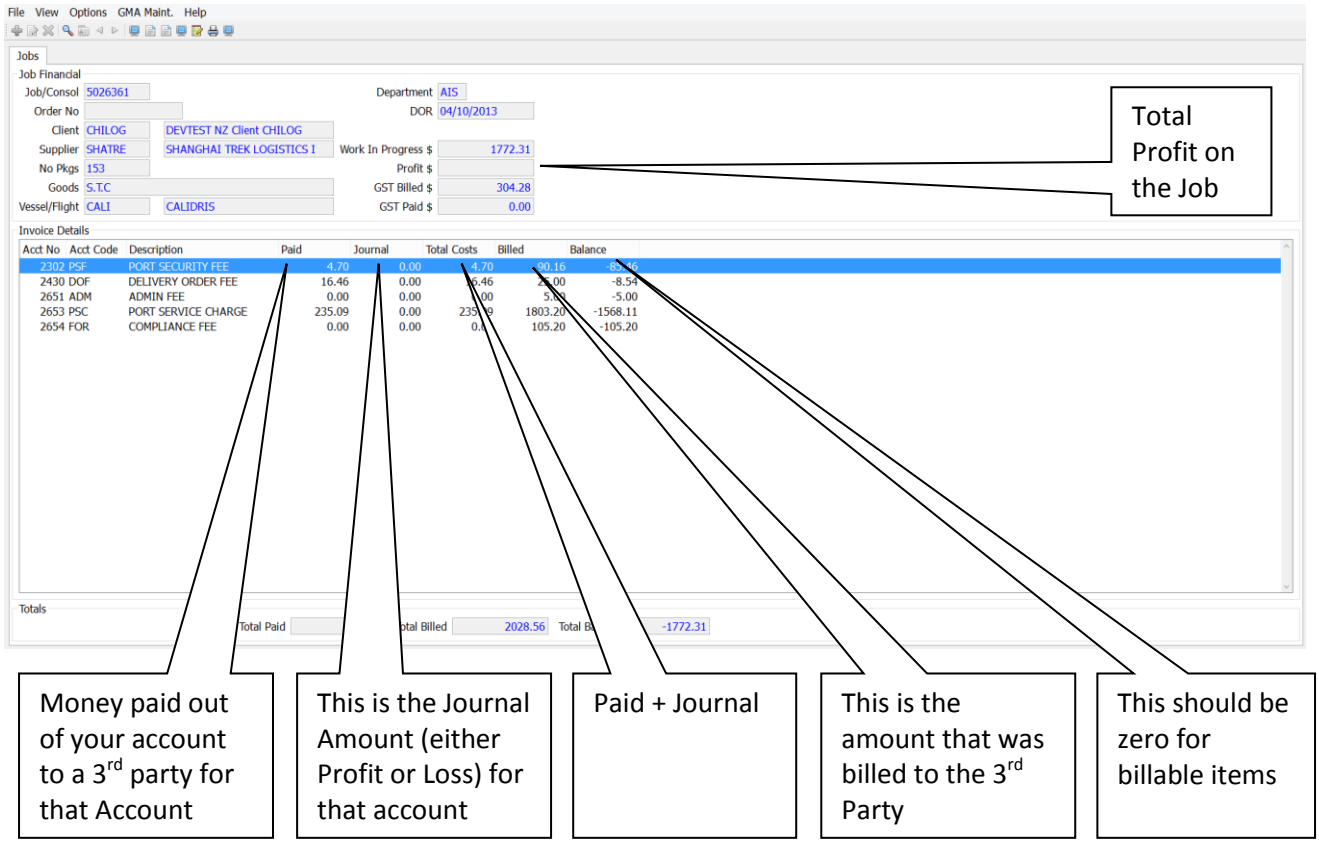
OUR REF:	2027149
SUPPLIER:	
YOUR REF:	
MASTER BILL:	
HOUSE BILL:	TEST01
VESSEL:	ACX DIAMOND 01
ETA DATE:	31/12/2004
GOODS:	SAMPLES

If you have any questions regarding this notification please contact your local representative.

Job Financials

The Job Financial Screen, available from the Job Financials menu, allows users to view all financial transactions of a job. The screen displays Billing Information, Creditors Invoices, Direct Cheques, and Journal (Profit) information.

Once you have selected a Job you will be presented with the following screen. See below:

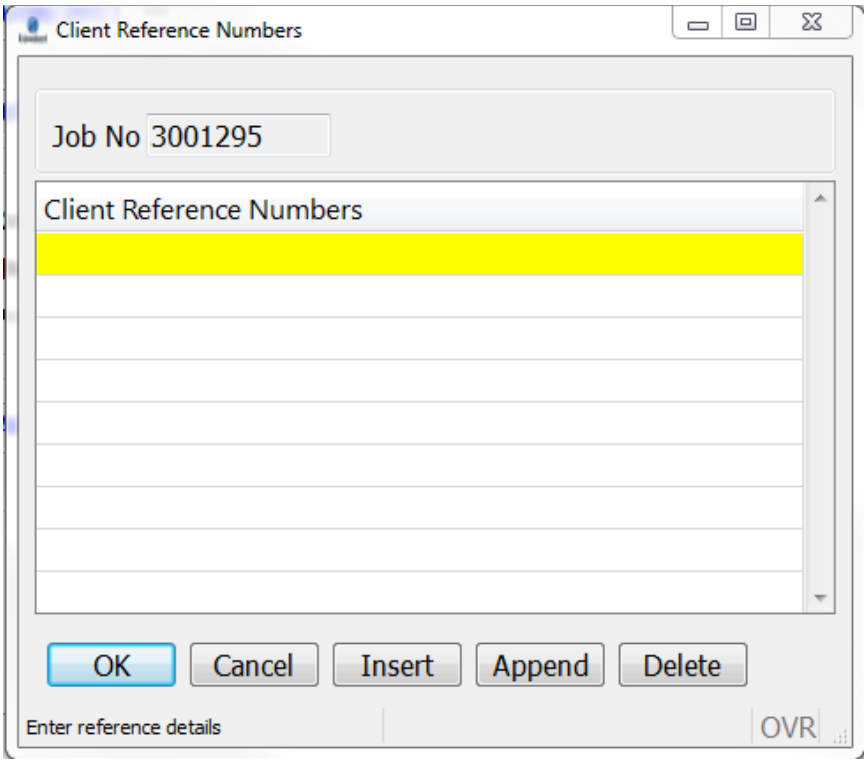

File View Options GMA Maint. Help
Jobs
Job Financial
Job/Consol 5026361
Order No
Client CHILOG DEVTEST NZ Client CHILOG
Supplier SHATRE SHANGHAI TREK LOGISTICS I
No Pkgs 153
Goods S.T.C
Vessel/Flight CALI CALIDRIS
Department AIS
DOR 04/10/2013
Work In Progress $ 1772.31
Profit $
GST Billed $ 304.28
GST Paid $ 0.00
Total Profit on the Job
Invoice Details
Acct No Acct Code Description Paid Journal Total Costs Billed Balance
2302 PSF PORT SECURITY FEE 4.70 0.00 4.70 105.20
2430 DOF DELIVERY ORDER FEE 16.46 0.00 16.46 25.00 -8.54
2651 ADM ADMIN FEE 0.00 0.00 0.00 5.00 -5.00
2653 PSC PORT SERVICE CHARGE 235.09 0.00 235.09 1803.20 -1568.11
2654 FOR COMPLIANCE FEE 0.00 0.00 0.00 105.20 -105.20
Totals
Total Paid
Total Billed 2028.56
-1772.31
Money paid out of your account to a 3rd party for that Account
This is the Journal Amount (either Profit or Loss) for that account
Paid + Journal
This is the amount that was billed to the 3rd Party
This should be zero for billable items

The Job Financial Screen allows users to view the following additional information:

- Billing Information (Invoices)
- Cheque Costs (Direct Cheques)
- Creditor Costs (Creditor Invoices)
- Journals
- Notes

Deleting a Job
This is not a function that users can perform. The GMA recommendation is to alter the customer code to DELJOB (ensure this code is set up in the Customer Masterfile)

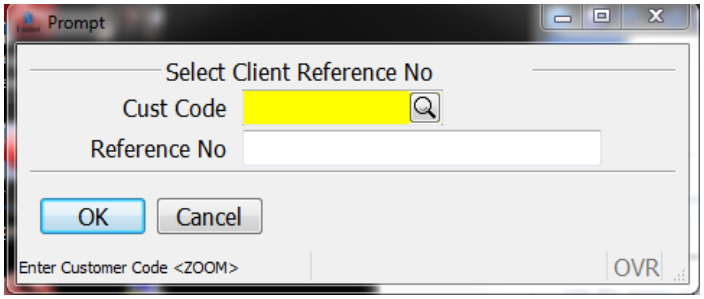
Add/View Client Reference numbers
This option allows the addition and update of client reference numbers to a Job. This is available from the Options menu in the Job Registration screen.



Any client reference numbers entered in this screen can be searched for in next option, Find Jobs by Client Reference Number.

Find Jobs by Client Reference Number

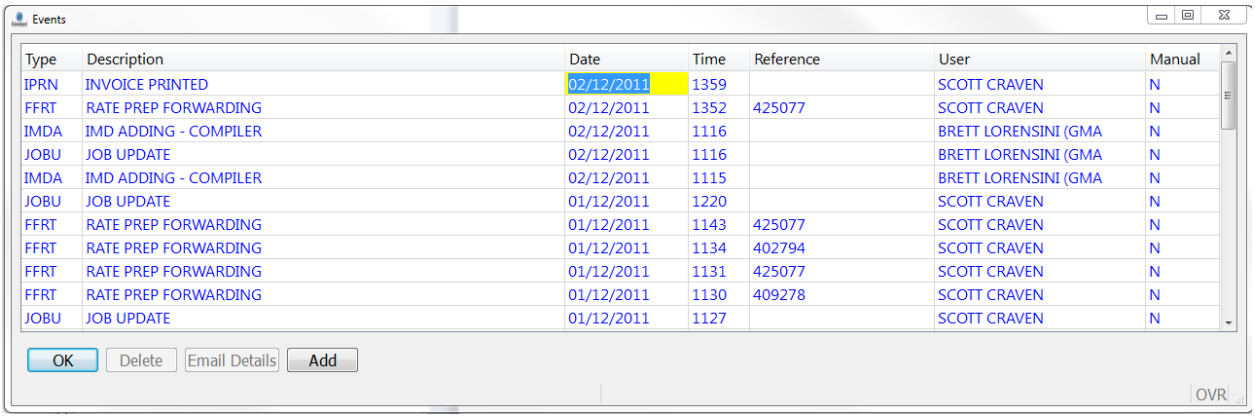
Use this option to search by Client Reference Number. The client reference must have been added against a job number in the Add/View Client Reference Numbers screen.



The Cust Code field is optional. If you have only the client reference number this option can be used as a quick way to search during a client enquiry.

Events

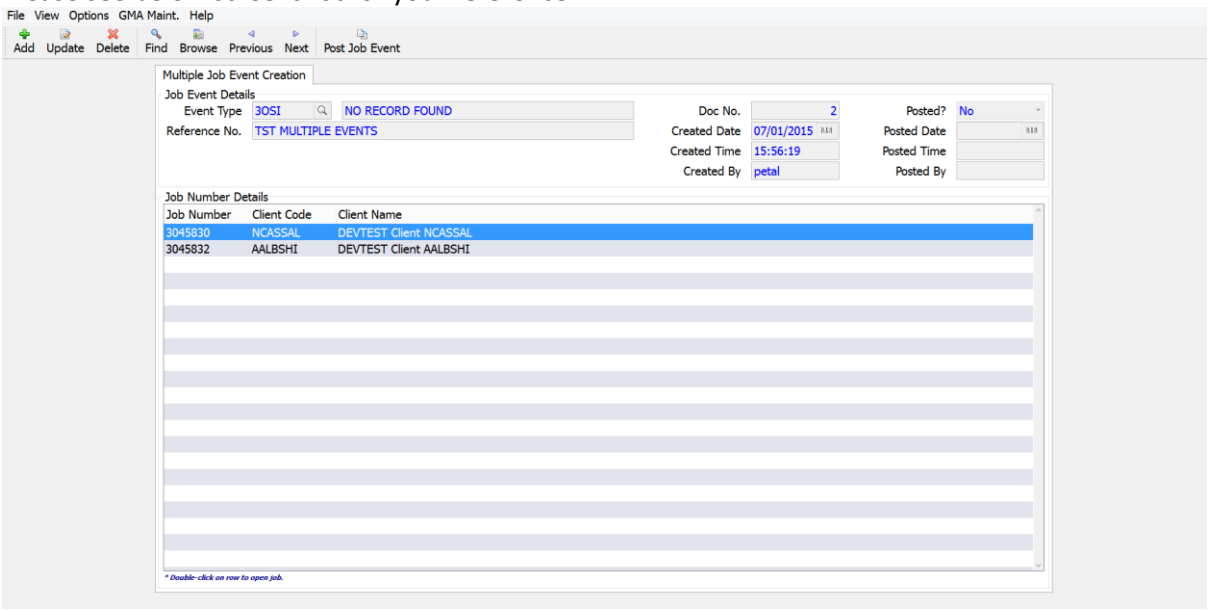
This option provides the history of job in date descending order. The list of events is available from the Options menu and from the toolbar button.


Events
Type Description Date Time Reference User Manual
IPRN INVOICE PRINTED 02/12/2011 1359 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 02/12/2011 1352 425077 SCOTT CRAVEN N
IMDA IMD ADDING - COMPILER 02/12/2011 1116 BRETT LORENSINI (GMA N
JOBU JOB UPDATE 02/12/2011 1116 BRETT LORENSINI (GMA N
IMDA IMD ADDING - COMPILER 02/12/2011 1115 BRETT LORENSINI (GMA N
JOBU JOB UPDATE 01/12/2011 1220 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 01/12/2011 1143 425077 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 01/12/2011 1134 402794 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 01/12/2011 1131 425077 SCOTT CRAVEN N
FFRT RATE PREP FORWARDING 01/12/2011 1130 409278 SCOTT CRAVEN N
JOBU JOB UPDATE 01/12/2011 1127 SCOTT CRAVEN N
OK
Delete
Email Details
Add
OVR

Multiple Job Event Creation

This screen is available from the Sundry Module and allows the user to update a Single Event Type and associated Reference No. against multiple Job Numbers in one action.

Please see below screenshot for your reference.

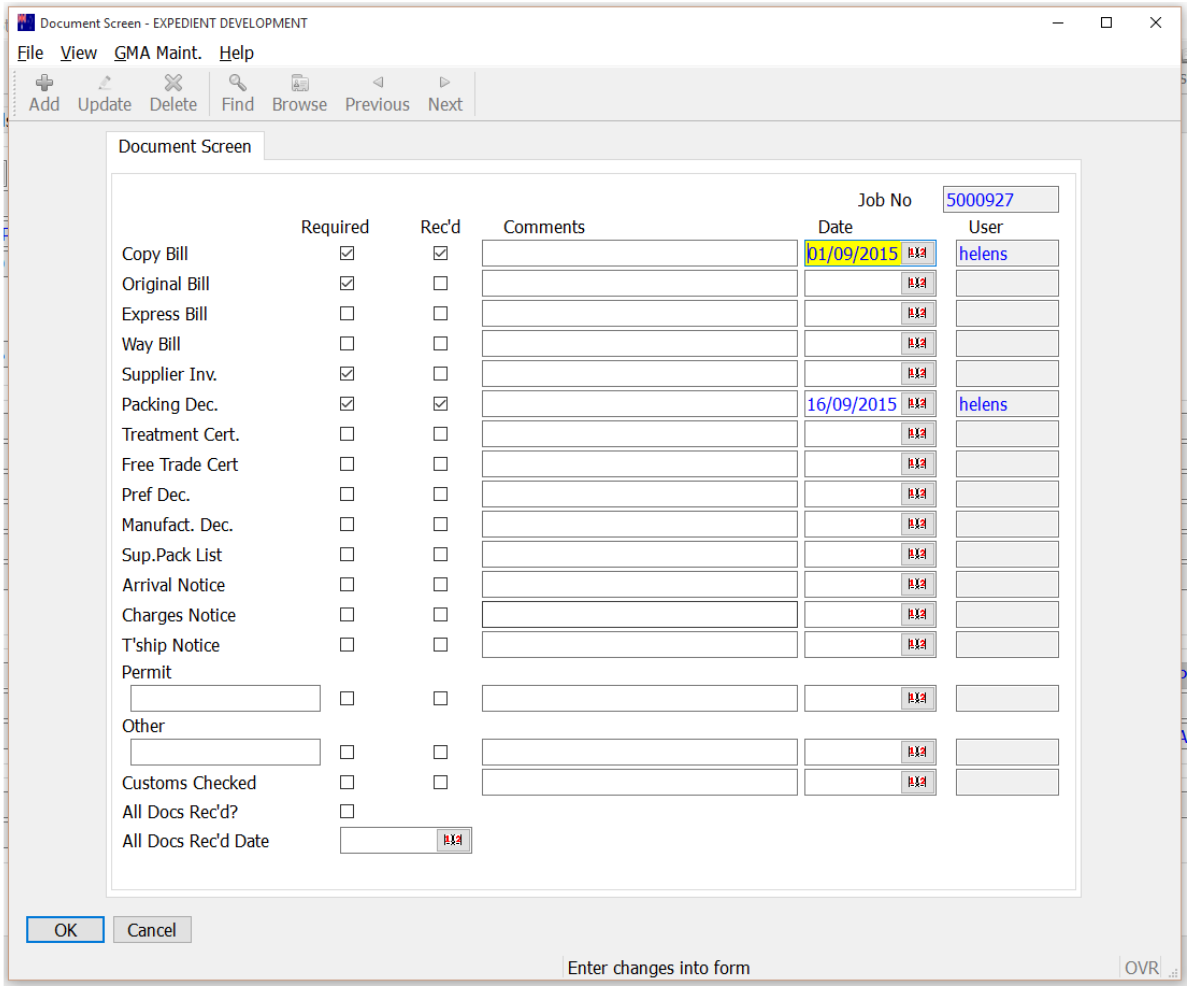

File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Post Job Event
Multiple Job Event Creation
Job Event Details
Event Type 3OSI NO RECORD FOUND
Reference No. TST MULTIPLE EVENTS
Doc No. 2
Created Date 07/01/2015
Created Time 15:56:19
Created By petal
Posted? No
Posted Date
Posted Time
Posted By
Job Number Details
Job Number Client Code Client Name
3045830 NCASSAL DEVTEST Client NCASSAL
3045832 AALBSHI DEVTEST Client AALBSHI
* Double-click on row to open job.

Field Name	Description	Validation	Default
	Job Event Details Group		
Event Type	Select the zoom to access the list of Event Types. The Event selected, will then be applied against the Job Number listed in the Job Number Details Group once Posted.	Mandatory	Blank
Reference No.	Enter a Reference Number that is associated with the Event selected. This will then be applied against the Job Number listed in the Job Number Details Group once Posted. Accept max. 20 characters.	Optional	Blank
Doc No.	Internal Reference Number. Generated when the record is Saved. Read-Only field.	System Generated	Unique Document Number
Created Date	Date the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Date
Created Time	Time the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Time
Created By	UserID who created the record. Read-Only field.	System Generated	N/A
Posted?	Indicates if the record has been Posted. Yes and No values. Read-Only field. NOTE: You cannot UPDATE or DELETE a Posted Entry.	System Generated	N/A
Posted Date	The Date the record was Posted. Read-Only field.	System Generated	N/A

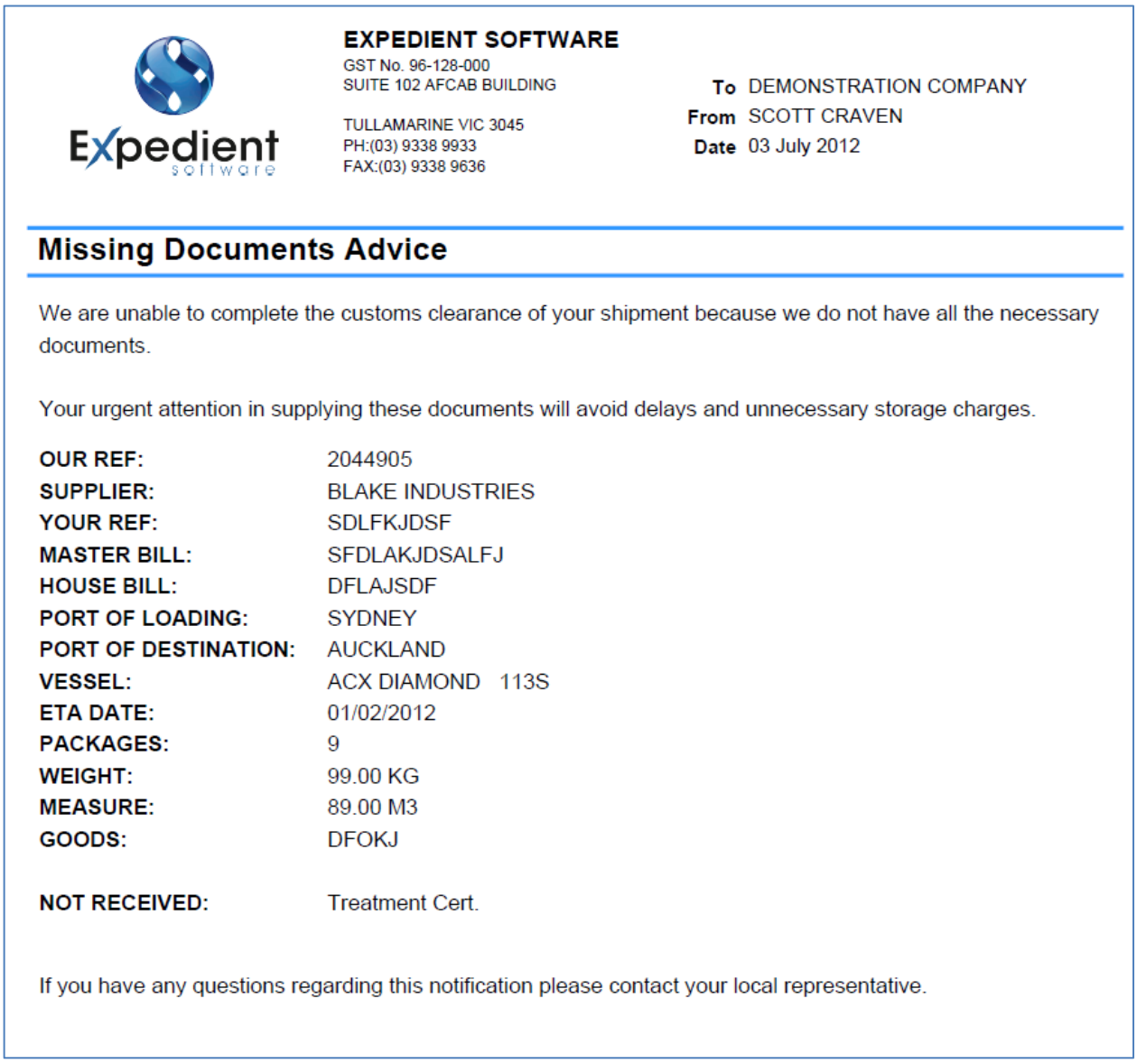
Field Name	Description	Validation	Default
Posted Time	The Time the record was Posted. Read-Only field.	System Generated	N/A
Posted By	The UserID that Posted the record. Read-Only field.	System Generated	N/A
	Job Number Details Group		
Job Number	Manually enter the Job Number that you want to apply the Event Type too. NOTE: You can amend the Job Numbers added via the Insert, Append and Delete buttons shown at the foot of the screen. NOTE: Once the record has been saved, you can double click on the row and it will direct the user to the Job No selected.	Mandatory	Blank
Client Code	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Client Name	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
	Action Buttons		
Post Job Event	When this button is selected, it will then apply the Event to the Job Numbers listed in the Job Number Details Group. It will change the indicator in the 'Posted?' Field from No to Yes. The record will still exist in this screen as a view only. The user can view the Entry added via the View/Add Events window in the Import Job screen. NOTE: You cannot UPDATE or DELETE a Posted Entry.		
OK Button	When the OK button is selected, you have the option to Post the entry each time the record is Saved. The following message will be shown: *"Do you wish to post this job event now?"* If YES, then the record will be Posted and the 'Posted?' field will show YES, along with the Posted Date, Posted Time and Posted By fields being populated. If NO, then the record will be Saved but NOT Posted and the 'Posted?' field will show NO.		

Missing Documents Notifications

The Missing Documents Notification draws information from the Documents Screen which is accessible from the Options menu in the Job Registration screen. The below screen allows users to input what documents are Required and Received:



Based off the above information, the Missing Documents Notification prints any Document that has a required Tick and does not have a Rec'd Tick, and does not have an All Docs Rec'd tick.
See below for a printed copy of the Missing Documents Notification:



EXPEDIENT SOFTWARE
GST No. 96-128-000
SUITE 102 AFCAB BUILDING

TULLAMARINE VIC 3045
PH:(03) 9338 9933
FAX:(03) 9338 9636

To DEMONSTRATION COMPANY
From SCOTT CRAVEN
Date 03 July 2012

Missing Documents Advice

We are unable to complete the customs clearance of your shipment because we do not have all the necessary documents.

Your urgent attention in supplying these documents will avoid delays and unnecessary storage charges.

OUR REF:	2044905
SUPPLIER:	BLAKE INDUSTRIES
YOUR REF:	SDLFKJDSF
MASTER BILL:	SFDLAKJDSALFJ
HOUSE BILL:	DFLAJSDF
PORT OF LOADING:	SYDNEY
PORT OF DESTINATION:	AUCKLAND
VESSEL:	ACX DIAMOND 113S
ETA DATE:	01/02/2012
PACKAGES:	9
WEIGHT:	99.00 KG
MEASURE:	89.00 M3
GOODS:	DFOKJ
NOT RECEIVED:	Treatment Cert.

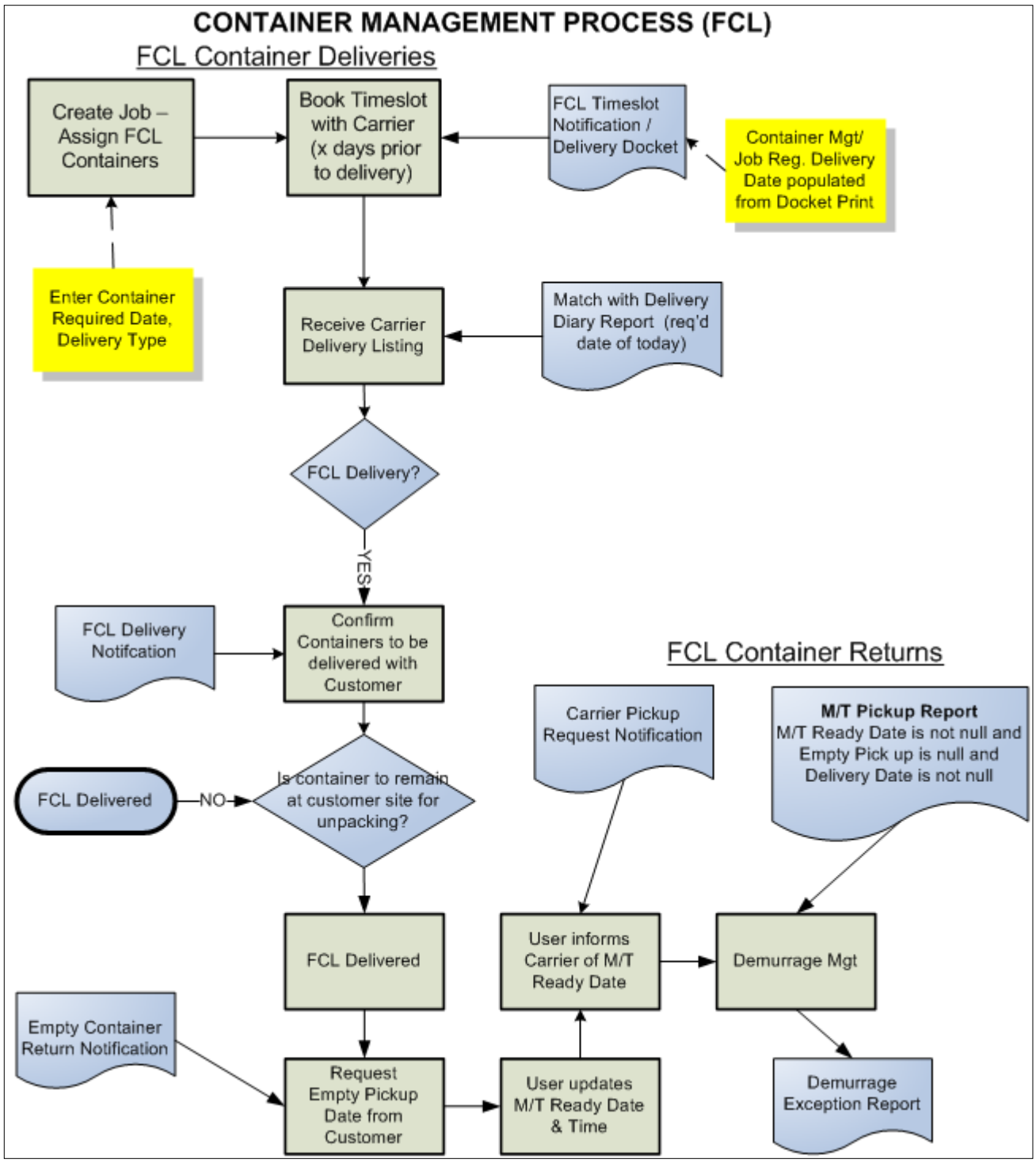
If you have any questions regarding this notification please contact your local representative.

Deleting a Job

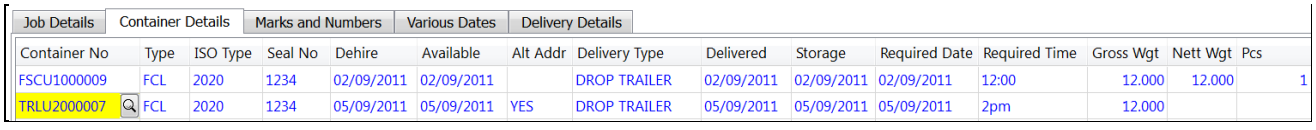
This is not a function that users can perform.

Container Management System (CMS) – Delivery and Returns

The below process diagram highlights the intended FCL Container Delivery and Returns


CONTAINER MANAGEMENT PROCESS (FCL)
FCL Container Deliveries
Create Job – Assign FCL Containers
Book Timeslot with Carrier (x days prior to delivery)
FCL Timeslot Notification / Delivery Docket
Container Mgt/ Job Reg. Delivery Date populated from Docket Print
Enter Container Required Date, Delivery Type
Receive Carrier Delivery Listing
Match with Delivery Diary Report (req'd date of today)
FCL Delivery?
YES
FCL Delivery Notifcation
Confirm Containers to be delivered with Customer
FCL Container Returns
Carrier Pickup Request Notification
M/T Pickup Report
M/T Ready Date is not null and Empty Pick up is null and Delivery Date is not null
FCL Delivered
NO
Is container to remain at customer site for unpacking?
FCL Delivered
User informs Carrier of M/T Ready Date
Demurrage Mgt
Empty Container Return Notification
Request Empty Pickup Date from Customer
User updates M/T Ready Date & Time
Demurrage Exception Report

Double Clicking on a Container record on the Job Registration Screen will open up the Container Record in the CMS Screen



Job Details | Container Details | Marks and Numbers | Various Dates | Delivery Details

Container No	Type	ISO Type	Seal No	Dehire	Available	Alt Addr	Delivery Type	Delivered	Storage	Required Date	Required Time	Gross Wgt	Nett Wgt	Pcs
FSCU1000009	FCL	2020	1234	02/09/2011	02/09/2011		DROP TRAILER	02/09/2011	02/09/2011	02/09/2011	12:00	12.000	12.000	1
TRLU2000007	FCL	2020	1234	05/09/2011	05/09/2011	YES	DROP TRAILER	05/09/2011	05/09/2011	05/09/2011	2pm	12.000		

Forwarding

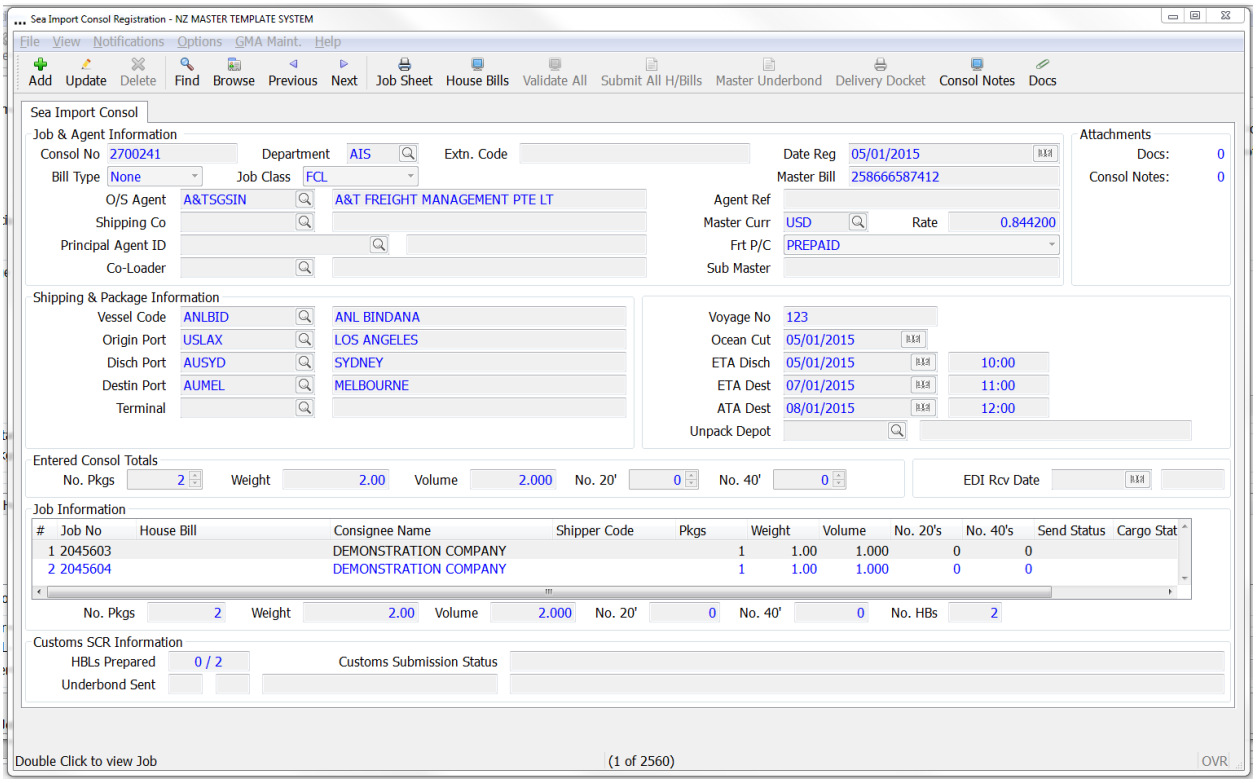
Expedient utilises “One Job”, using the same job number reference for both the Customs and Forwarding Service. The Job Registration Screen is used for both Customs and Forwarding Functions.

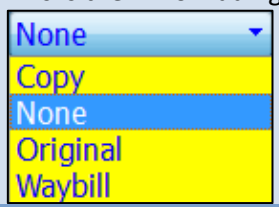
Creating a Consol

From the Main Menu select Sea/Air Import Forwarding.

By clicking the

button or typing A will place the cursor in the input screen in Add Mode.


Sea Import Consol Registration - NZ MASTER TEMPLATE SYSTEM
File View Notifications Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Job Sheet House Bills Validate All Submit All H/Bills Master Underbond Delivery Docket Consol Notes Docs
Sea Import Consol
Job & Agent Information
Consol No 2700241
Department AIS
Extn. Code
Date Reg 05/01/2015
Bill Type None
Job Class FCL
Master Bill 258666587412
O/S Agent A&TSGSIN
A&T FREIGHT MANAGEMENT PTE LT
Agent Ref
Shipping Co
Master Curr USD
Rate 0.844200
Principal Agent ID
Frt P/C PREPAID
Co-Loader
Sub Master
Attachments
Docs: 0
Consol Notes: 0
Shipping & Package Information
Vessel Code ANLBID
ANL BINDANA
Origin Port USLAX
LOS ANGELES
Disch Port AUSYD
SYDNEY
Destin Port AUMEL
MELBOURNE
Terminal
Voyage No 123
Ocean Cut 05/01/2015
ETA Disch 05/01/2015 10:00
ETA Dest 07/01/2015 11:00
ATA Dest 08/01/2015 12:00
Unpack Depot
Entered Consol Totals
No. Pkgs 2
Weight 2.00
Volume 2.000
No. 20' 0
No. 40' 0
EDI Rcv Date
Job Information
Job No House Bill Consignee Name Shipper Code Pkgs Weight Volume No. 20's No. 40's Send Status Cargo Stat
1 2045603 DEMONSTRATION COMPANY 1 1.00 1.000 0 0
2 2045604 DEMONSTRATION COMPANY 1 1.00 1.000 0 0
No. Pkgs 2 Weight 2.00 Volume 2.000 No. 20' 0 No. 40' 0 No. HBs 2
Customs SCR Information
HBLs Prepared 0 / 2
Customs Submission Status
Underbond Sent
Double Click to view Job
(1 of 2560)
OVR

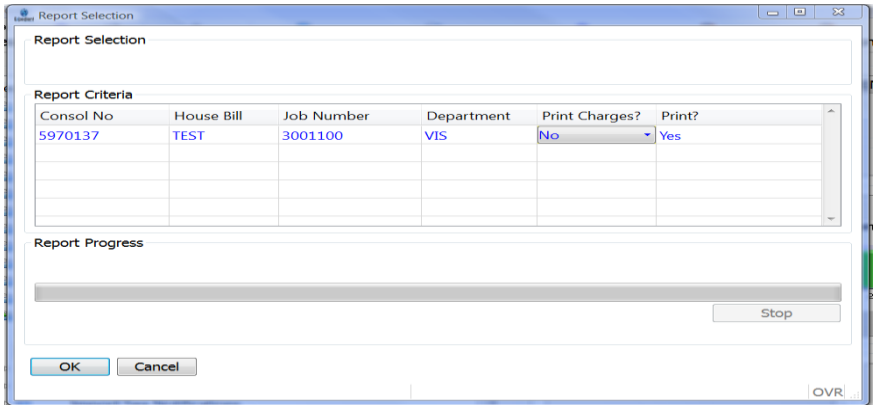
Field Name	Description	Validation	Default
Consol No	This is the internal unique reference given to a consolidation	N/A	N/A
Department	This is the Department that is assigned to the Consol. This is a 3 letter code e.g. VIS [Branch] [Import/Export] [Mode of Transport] The branch is based off one of 2 rules: The Branch in which is associated with the user adding the consol. OR The Responsible Office branch assigned to the customer code within the Customer Masterfile. The department code will initially default to the user's branch, but after the customer code is entered if there is a valid Branch in the Responsible Branch field then the screen will change the department based on that value. *Please Note:* Option 2 must be activated by a GMA staff Member.	Mandatory	User's Branch or Customer Code Responsible Office
Bill Type	This is the Bill of Lading Type. See below for options: 	Mandatory	Copy if the Consol was generated by EDI, otherwise Blank
Job Class	This is the Class of Shipment. See below for options. Information in this field will default to the same value when adding a job from the consol screen 	Mandatory	Blank
Master Bill	This is the master bill number	Mandatory	Blank
O/S Agent	This is the O/S Agent that is exporting the consolidation. *Please note:* if the pop up notes configuration has been set up in the Customer Masterfile and there is information in the notes screen, then the notes will pop up automatically	Mandatory	Blank
Agent Ref	This is the O/S Agent's Reference	Optional	Blank
Shipping Co	This is the Shipping Company	Optional	Blank

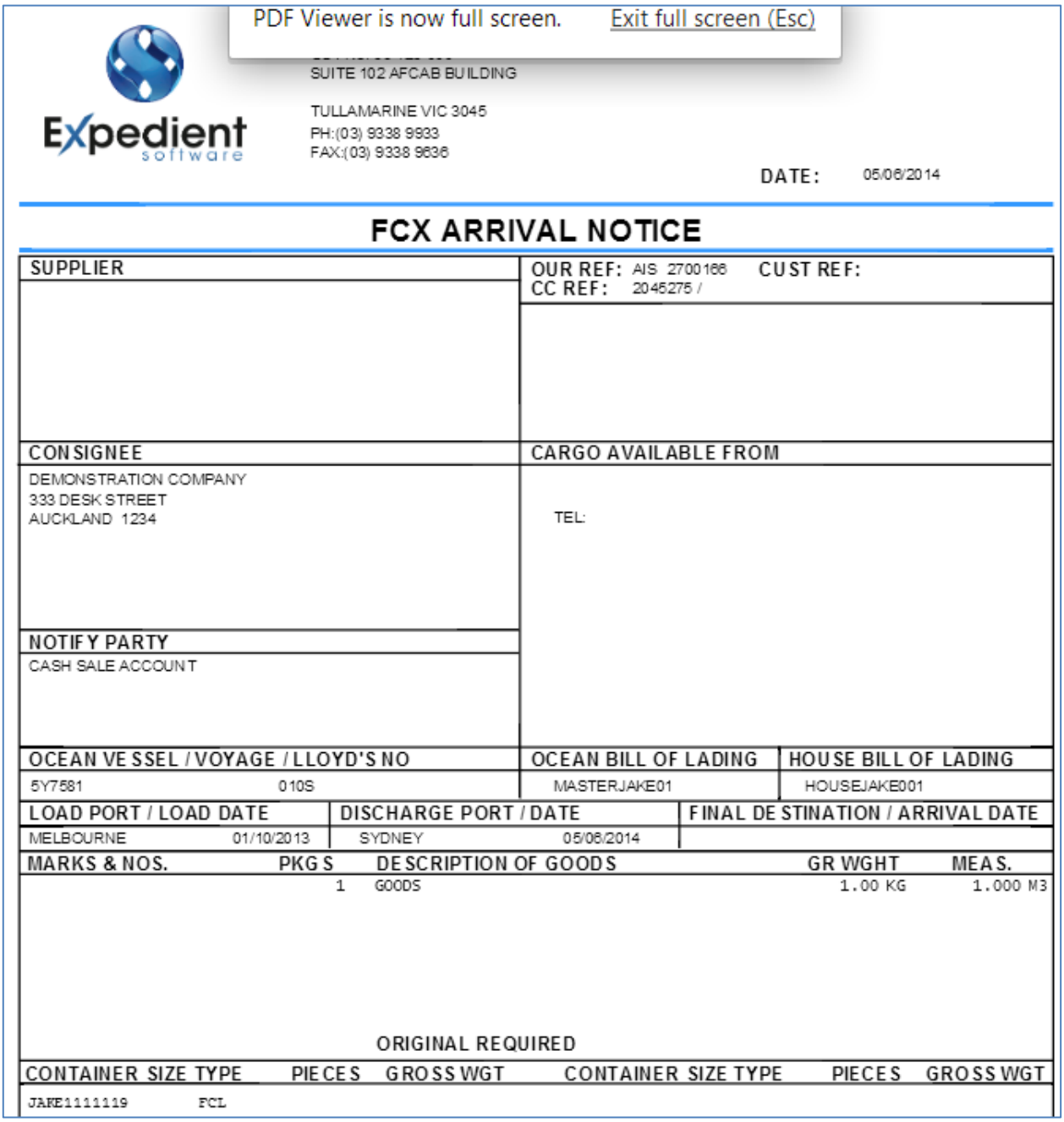
Field Name	Description	Validation	Default
Master Curr	This is the Master Currency of the Bill	Mandatory	Blank
Rate	This is the Bank Rate of the OS Currency.	Mandatory	Blank
Principal's Agent ID	This is the Customs ID for the Shipping Line. This is sent to Customs for Cargo Reporting Purposes.	Mandatory	Customer Masterfile for the Shipping Line
Frt P/C	Identify if the Freight is Prepaid at Origin or Collect at Destination	Mandatory	PREPAID
Co-Loader	If the shipment is being co-loaded by another forwarder	Optional	Blank
Sub Master	This is the Sub Master Bill	Optional	Blank
Vessel Code	This is the Vessel Code of the Vessel	Optional	Blank
Origin Port	This is the 5 letter ISO Origin Port Code	Mandatory	Blank
Disch Port	This is the 5 letter ISO Discharge Port Code	Mandatory	Same as Destination Port if the Consol was imported from EDI, otherwise Blank
Destin Port	This is the 5 letter ISO Destination Port Code	Mandatory	This defaults to match the Discharge Port
Terminal/Bond Code	SEA Consols: This is the Terminal the vessel will arrive at. AIR: This is the Bonded Warehouse that will store the air consol on arrival.	Optional	Blank. Populated by 1-Stop Vessel updates
Voyage No	This is the Vessel Voyage ID of the Vessel	Optional	Blank
Ocean Cut	This is the Date that the Ocean Bill was cut	Mandatory	Blank
ETA Disch	This is the estimated date of arrival at the Discharge Port. This is followed by the time.	Mandatory	Same as ETA Dest if the Consol was imported from EDI, otherwise Blank
ETA Dest	This is the estimated date of arrival at the Destination Port. This is followed by the time. This can be populated by FSU Airline messages.	Mandatory	Blank
ATA Dest	This is the actual date of arrival at the Destination Port. This is followed by the time. This can be populated by FSU Airline messages.	Optional	Blank
Unpack Depot	This is the Depot where the unpacking happens	Optional	Blank
EDI Rcv Date	This is the Date that the EDI file was received. Please Note: This is only available if the Manifest EDI Module is turned on.	Optional	Blank

Field Name	Description	Validation	Default
No. Pkgs	This is the Number of Packages across the consolidation. This will appear red if this value doesn't total the number of packages against the jobs.	Optional	Blank
Weight	This is the Total Weight of the consolidation. This will appear red if this value doesn't total the number of packages against the jobs.	Mandatory	Blank
Volume	This is the Total Volume of the consolidation. This will appear red if this value doesn't total the number of packages against the jobs.	Mandatory	Blank
No. 20'	This is the total number of 20 foot containers	Optional	Blank
No. 40'	This is the total number of 40 foot containers	Optional	Blank

Arrival Notice/Delivery Order

The options are located under the Notifications Toolbar. The Arrival Notice gives the user the option to print the charges.





PDF Viewer is now full screen. Exit full screen (Esc)

SUITE 102 AFCAB BUILDING

TULLAMARINE VIC 3045
PH:(03) 9338 9933
FAX:(03) 9338 9636

DATE: 05/06/2014

FCX ARRIVAL NOTICE

SUPPLIER	OUR REF: AIS 2700166 CUST REF: CC REF: 2045275 /
CONSIGNEE	**CARGO AVAILABLE FROM**
DEMONSTRATION COMPANY 333 DESK STREET AUCKLAND 1234	TEL:
NOTIFY PARTY	
CASH SALE ACCOUNT	

OCEAN VESSEL / VOYAGE / LLOYD'S NO	OCEAN BILL OF LADING	HOUSE BILL OF LADING
5Y7581 010S	MASTERJAKE01	HOUSEJAKE001

LOAD PORT / LOAD DATE	DISCHARGE PORT / DATE	FINAL DESTINATION / ARRIVAL DATE
MELBOURNE 01/10/2013	SYDNEY 05/06/2014	

MARKS & NOS.	PKGS	DESCRIPTION OF GOODS	GR WGHT	MEAS.
	1	GOODS	1.00 KG	1.000 M3

ORIGINAL REQUIRED

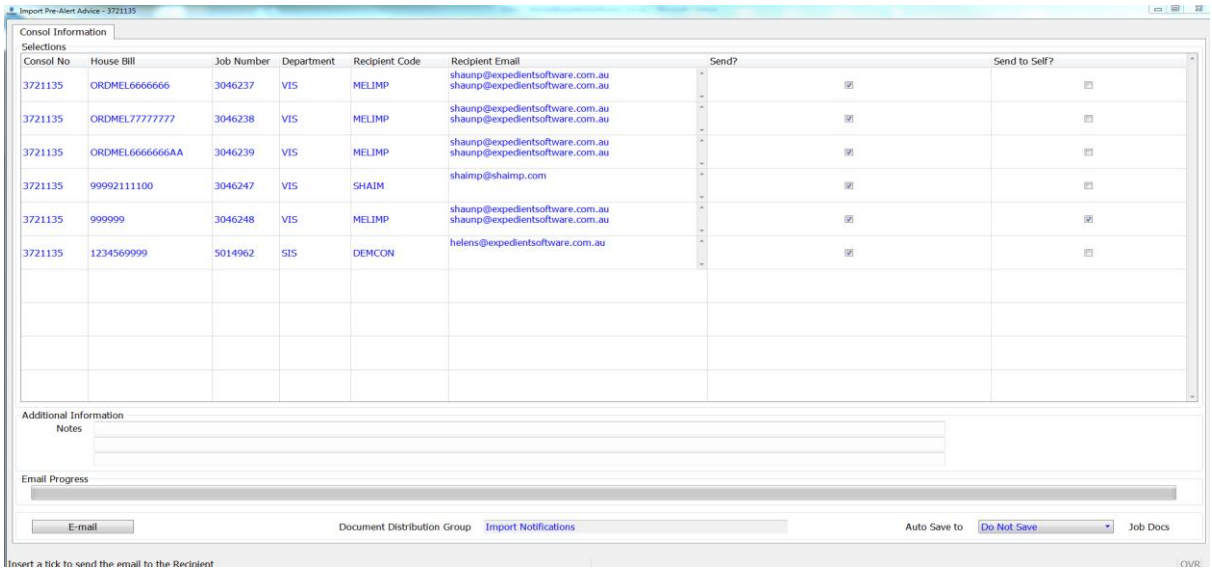
CONTAINER SIZE TYPE	PIECES	GROSS WGT	CONTAINER SIZE TYPE	PIECES	GROSS WGT
JAKE1111119 FCL					

Please note: Charges that are printed come from the Charges Screen within the Job Registration and must be a Forwarding Charge. This charge type is set in the General Ledger Code. If a charge exists that is incorrect, see your manager who can change this.

Documents that can be generated & sent from the consol are:

- Pre Alert
- ETA Change Notification
- Arrival Notice
- Carrier Movement Advice
- Transhipment Notification (Sea Only).
- Customs Container X-ray Notification (Sea Only).
- Original Bill Lodgement (Sea only).
- Container Manifest (Sea Only).

Below is the screen that you will see when generating notifications from the consol.



1. Pre Alert Notification.

When sending the Pre Alert from the consol level, through Notifications -> Pre Alert, a screen will pop up showing the jobs attached to the consol. The Pre Alert document will always go to the consignee in each attached job, and email addresses will default from any personnel set up in the customers masterfile to receive import notifications or all documents. You have the option to untick the 'send' columns & send the document to yourself. If both 'send' & 'send to self' is unticked the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. Events will be logged on the consol and job level. The job event will also list any email addresses that the document was sent to.

2. ETA Change Notification.

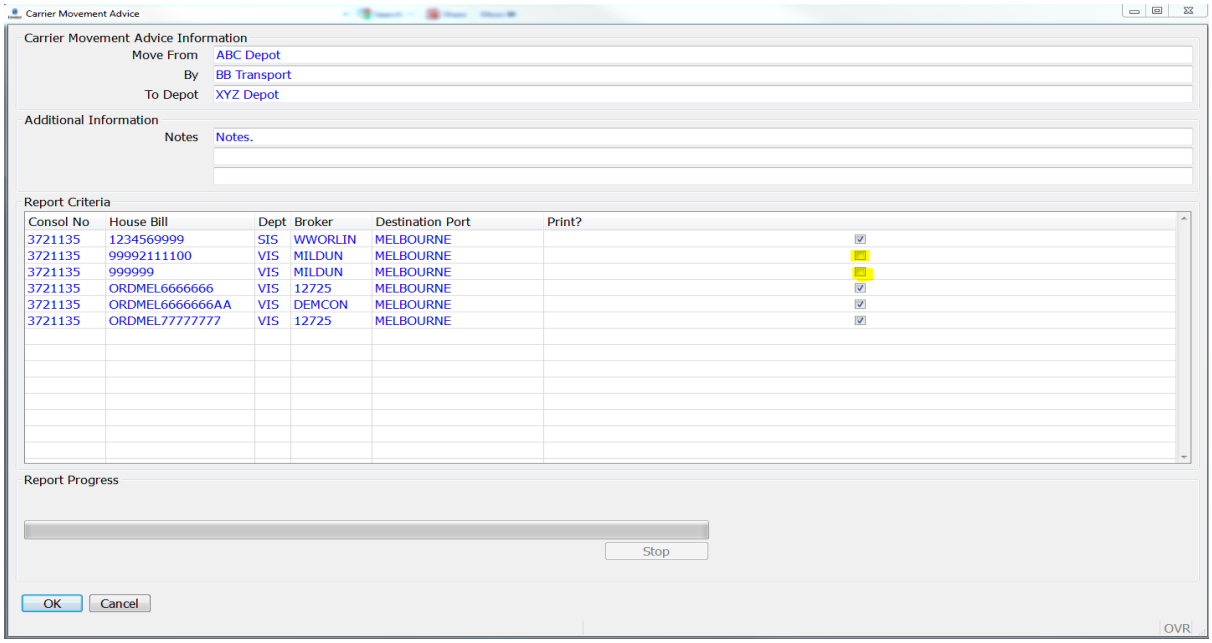
When sending the ETA Change Notification at consol level through Notifications -> ETA Change, a screen will pop up showing all jobs attached to that consol. The ETA Change document will always go to the consignee in each attached job, and email addresses will default from any personnel set up in the customers masterfile to receive import notifications or all documents. You have the option to untick the 'send' column & send the document to yourself. If both 'send' & 'send to self' is unticked, the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. Events will be logged on the consol and job level. The job event will also list any email addresses that the document was sent to.

3. Arrival Notice Notification.

When sending the Arrival Notice notification at consol level through Notifications-> Arrival Notice, the screen will pop up showing all jobs attached to that consol. The Arrival Notice document will always go to the broker personnel set up to receive import notifications or all documents, unless the broker is your own company, then the document will default to be sent to the consignee personnel set up to receive import notifications or all documents. You have the option to change the broker code to the consignee code in this screen if you wish to send the arrival notice to the consignee instead of the broker, or untick the 'send' columns & tick the 'send to self' column, to only send the document to yourself. If both 'send' & 'send to self' is unticked, the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. You have the option in this screen to change the 'Print Charges' to Yes if you want the Arrival Notice to show any listed Freight Forwarding charges from the charges screen in the job. Events will be logged on the consol and job level. The job event will also list any email addresses that the document was sent to.

4. Carrier Movement Advice.

The Carrier Movement Advice document can be sent from the consol level and include multiple jobs from that consol. When you select Notifications -> Carrier Movement Advice, you are able to enter the Depot & Transport details & also select the jobs from the consol that will move together between depots. By unselecting jobs in the print column will remove the jobs that are listed in the Carrier Movement Advice document when the document is generated. Events are logged at the consol level when this document is produced. The consol event will also list any email addresses the document was sent to.


Carrier Movement Advice
Carrier Movement Advice Information
Move From ABC Depot
By BB Transport
To Depot XYZ Depot
Additional Information
Notes Notes.
Report Criteria
Consol No | House Bill | Dept | Broker | Destination Port | Print?
3721135 | 1234569999 | SIS | WWORLIN | MELBOURNE
3721135 | 99992111100 | VIS | MILDUN | MELBOURNE
3721135 | 999999 | VIS | MILDUN | MELBOURNE
3721135 | ORDMEL6666666 | VIS | 12725 | MELBOURNE
3721135 | ORDMEL6666666AA | VIS | DEMCON | MELBOURNE
3721135 | ORDMEL77777777 | VIS | 12725 | MELBOURNE
Report Progress
Stop
OK
Cancel
OVR

5. Transhipment Notification (Sea Only).

When sending the Transhipment Notification at consol level through Notifications-> Transhipment Notification, the screen will pop up showing all jobs attached to that consol. The Transhipment Notification document will always go to the broker personnel set up to receive import notifications or all documents, unless the broker is your own company, then the document will default to be sent to the consignee personnel set up to receive import notifications or all documents. You have the option to change the broker code to the consignee code in this screen if you wish to send the transhipment notification to the consignee instead of the broker, or untick the 'send' columns & tick the 'send to self' column, to only send the document to yourself. If both 'send' & 'send to self' are unticked the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. Events will be logged on the consol and job level. The Job event will also list any email addresses that the document was sent to.

6. Customs Container X-ray (Sea Only).

When sending the Customs Container X-Ray document from the consol level, through Notifications -> Customs Container X-Ray, you will be prompted to select the containers that are X-ray held, followed by another screen which will pop up showing the jobs attached to the selected containers. The Customs Container X-Ray document will always go to the consignee in each attached job, and email addresses will default from any personnel set up in the customers masterfile to receive import notifications or all documents. You have the option to untick the 'send' columns & send the document to yourself. If both 'send' & 'send to self' are unticked the document will not send. Where no personnel are set up in the customers masterfile, the document will default to send to you. Events will be logged on the consol and job level. The job event will also list any email addresses that the document was sent to.

7. Original Bill Lodgement (Sea only).

The Original Bill Lodgement Document can accompany your Original Bill of lading when you are lodging this with the carrier. The document is available from the consol toolbar, through Print -> Print Original Bill Lodgement.

8. Container Manifest (Sea Only).

The Container Manifest document can be used if you have multiple containers on a consol but you wish to print a manifest for only one container. When generating the container manifest document from the consol level, through Print -> Print Container Manifest, you will be prompted to select the container(s) that you want to include in the manifest. Use 'Toggle All' to unselect all containers & then select the container(s) that you wish to print the manifest for. Events are logged at the consol level when this document is produced. The consol event will also list any email addresses that the document was sent to.

9. EBACCA

This option is available for FAK and AIR Consols only. This will option will present the user with the Electronic BACC Application screen. The MPI Account Name will be the Users Branch. The Exporter will be the Overseas Agent in the Consol and the Importer will be the Users Branch details.

Forwarding Reports

MASTER FORWARDING REPORT

This report allows users to choose up to 9 different reports. These reports are listed below:

- Jobs by O/S Agent - Detail
- Jobs List by Client – Detail
- Consol by O/S Agent
- No. HBLs Year by Year
- Volume – Consignee Order
- Volume – Country Order
- Volume – Shipping Line Order
- Volume – Shipping Line Summary
- Jobs Summary by O/S Agent – Import
- Jobs Summary by O/S Agent – Export
- Jobs Summary by Carrier – Import
- Jobs Summary by Carrier – Export

NO. HBLS YEAR BY YEAR

This report shows the number of House Bills (Import & Export) that have been created over a specific period of time and then looks back over the years at that specific date range.
For Example; if you enter in 01/02/2015 to 01/03/2015 – it will look at that date period in 2014, 2013, 2012, 2011, etc.

GENERIC CONSOL CSV

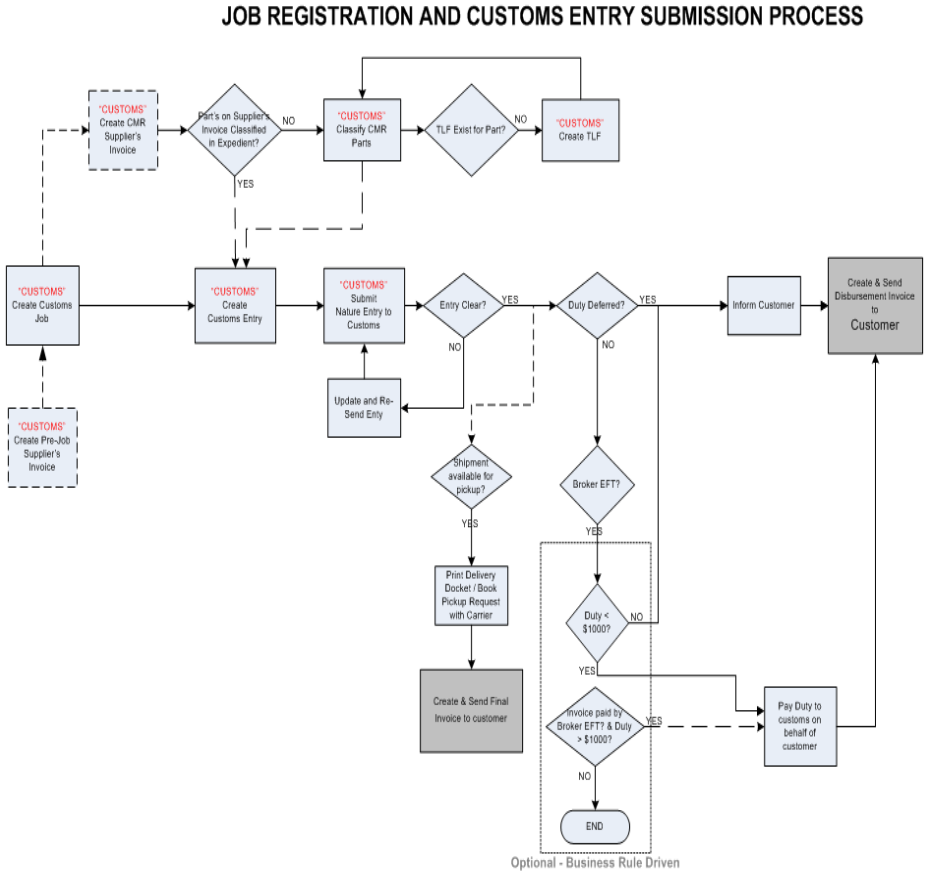
This report allows users to output consol level data into a spreadsheet. This report consists of over 40 fields.
If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each consol. The profit includes both Customs and Forwarding related accounts.

GENERIC JOB CSV

This report allows users to output job level data into a spreadsheet. This report consists of over 40 fields.
If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each job. The profit includes both Customs and Forwarding related accounts.

Customs

Job Registration, Supplier Invoice and Customs Entry Process

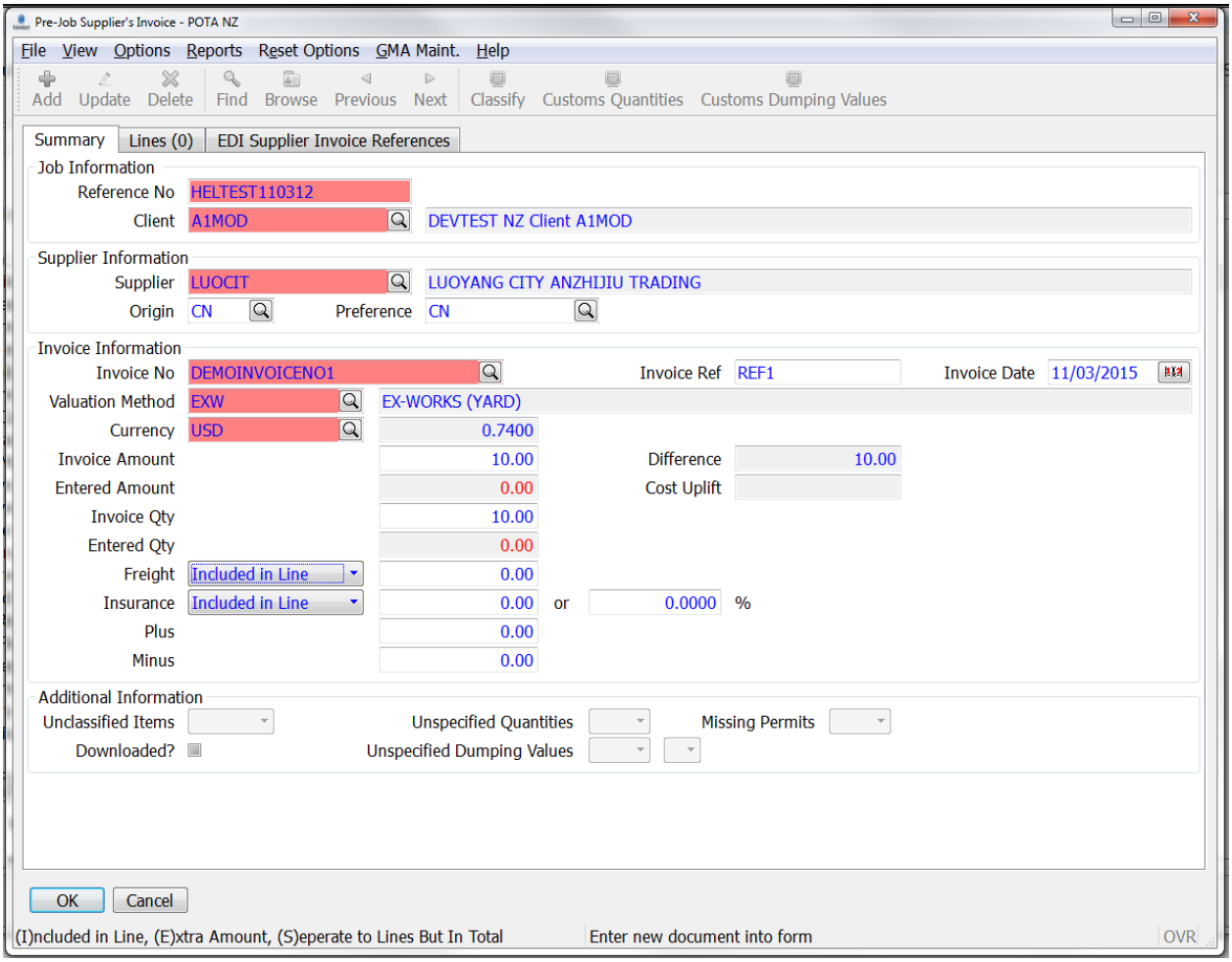


Creating a Pre-Job Supplier's Invoice

If you have not yet created a job but have the related Supplier Invoice, you can create a Pre-Job Supplier's Invoice. This is accessed via menu: **Customs Clearance/Tariff Class – Pre-Job Supplier Invoice**

By clicking the

button or typing A will place the cursor in the input screen in Add Mode. See below:


Pre-Job Supplier's Invoice - POTA NZ
File View Options Reports Reset Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Classify Customs Quantities Customs Dumping Values
Summary Lines (0) EDI Supplier Invoice References
Job Information
Reference No HELTEST110312
Client A1MOD DEVTEST NZ Client A1MOD
Supplier Information
Supplier LUOCIT LUOYANG CITY ANZHIJIU TRADING
Origin CN Preference CN
Invoice Information
Invoice No DEMOINVOICENO1 Invoice Ref REF1 Invoice Date 11/03/2015
Valuation Method EXW EX-WORKS (YARD)
Currency USD 0.7400
Invoice Amount 10.00 Difference 10.00
Entered Amount 0.00 Cost Uplift
Invoice Qty 10.00
Entered Qty 0.00
Freight Included in Line 0.00
Insurance Included in Line 0.00 or 0.0000 %
Plus 0.00
Minus 0.00
Additional Information
Unclassified Items Unspecified Quantities Missing Permits
Downloaded? Unspecified Dumping Values
OK Cancel
(I)ncluded in Line, (E)xtra Amount, (S)eperate to Lines But In Total
Enter new document into form
OVR

Once a job is created for the relevant customer, it is then possible to perform a zoom on the Invoice Number field in the Supplier Invoice Screen to look up the Pre Job Supplier Invoice.

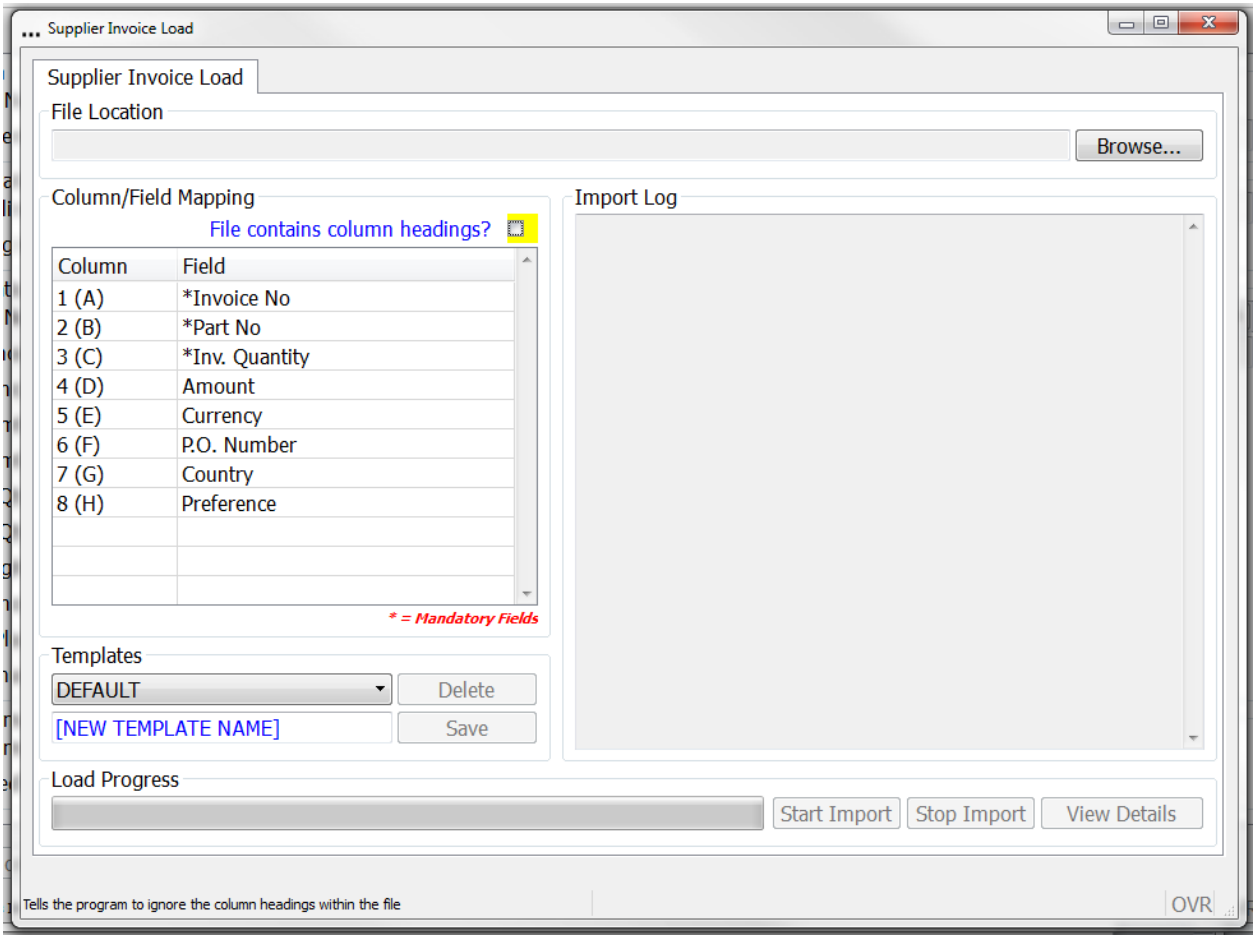
Load File Feature

You are able to load a CSV file or a text file from your desktop directly into the Pre-Job Supplier's Invoice screen and Supplier's Invoice screen, as long as the data conforms to the required format selected in the Suppliers Invoice Load screen.

The format for the CSV file is configured in this screen.

Select a pre-existing template for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name.

The columns can be in any order.



Field Name	Description	Validation	Default
File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and Save. Use Delete to remove unwanted templates.	Mandatory	Default

You can then browse to the required CSV file and click on the Start Import button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, however no further lines of the file will be processed after this error (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The Import Log will display a summary of the details loaded. Use

to see more in depth information.

RULES:
The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE RULE, if provided, must be the same codes as used by New Zealand Customs.

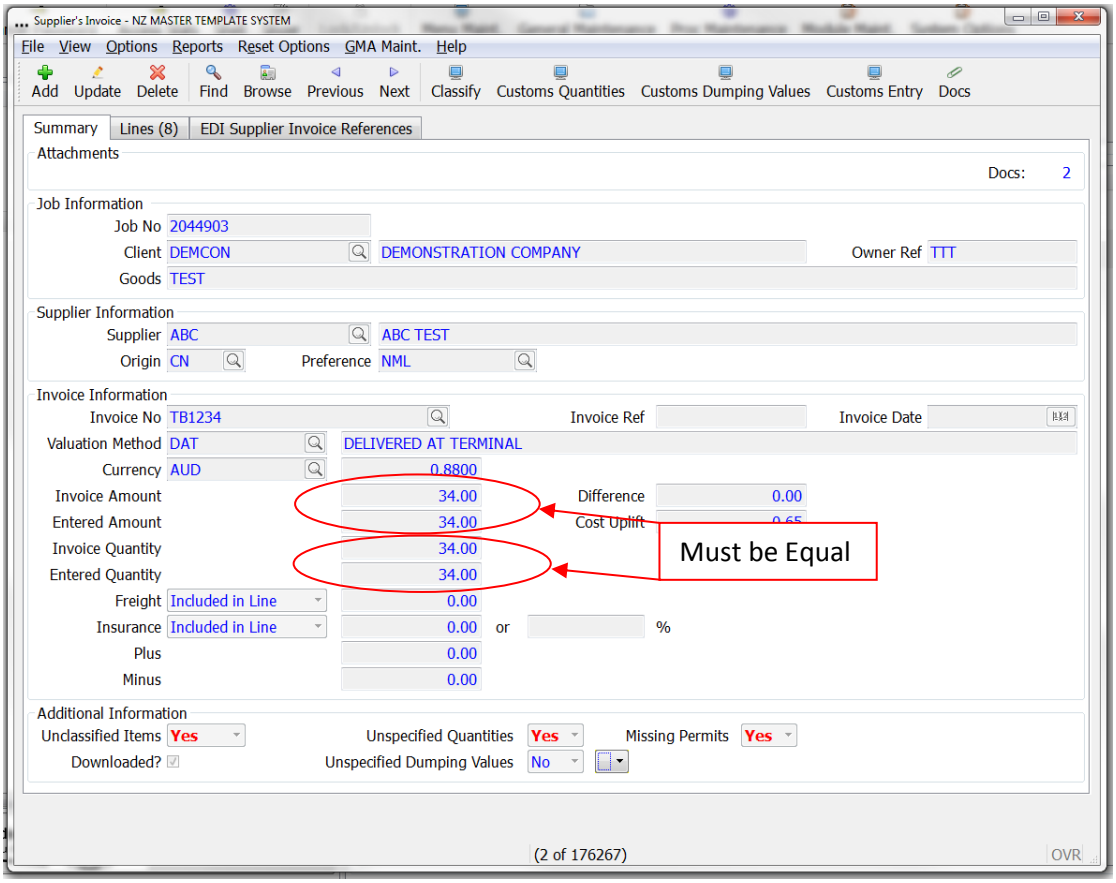
- The file must contain one invoice line per file line.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- The file must contain only ONE Pre-Job Supplier's Invoice.
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

Creating a Supplier Invoice
After you have created a job, you can create a Supplier Invoice. This can be performed in 2 ways. The first method is directly from the Job Registration Screen. From this screen ensure you have the job you want to link the Supplier Invoice to. Click on the Suppliers Invoice Button on the Toolbar from this screen, see below:

The second method is via menu: Customs Clearance/Tariff Class - Suppliers Invoice. This option is also available from the Options menu in the Job Registration screen.

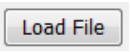
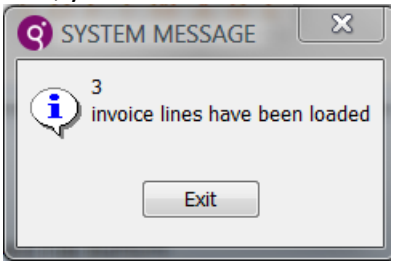
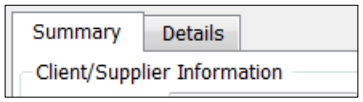
By clicking the

button or typing A will place the cursor in the input screen in Add Mode. See below:


Supplier's Invoice - NZ MASTER TEMPLATE SYSTEM
File View Options Reports Reset Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Classify Customs Quantities Customs Dumping Values Customs Entry Docs
Summary Lines (8) EDI Supplier Invoice References
Attachments
Docs: 2
Job Information
Job No 2044903
Client DEMCON DEMONSTRATION COMPANY Owner Ref TTT
Goods TEST
Supplier Information
Supplier ABC ABC TEST
Origin CN Preference NML
Invoice Information
Invoice No TB1234 Invoice Ref Invoice Date
Valuation Method DAT DELIVERED AT TERMINAL
Currency AUD 0.8800
Invoice Amount 34.00 Difference 0.00
Entered Amount 34.00 Cost Uplift
Invoice Quantity 34.00
Entered Quantity 34.00
Freight Included in Line 0.00
Insurance Included in Line 0.00 or %
Plus 0.00
Minus 0.00
Must be Equal
Additional Information
Unclassified Items Yes Unspecified Quantities Yes Missing Permits Yes
Downloaded? Unspecified Dumping Values No
(2 of 176267)
OVR

Please Note: If you access this via the Customs Clearance Menu then you will need to input the Job Number in yourself, otherwise if this screen is accessed via the Job registration screen, the job number and associated information is automatically populated in Add Mode.

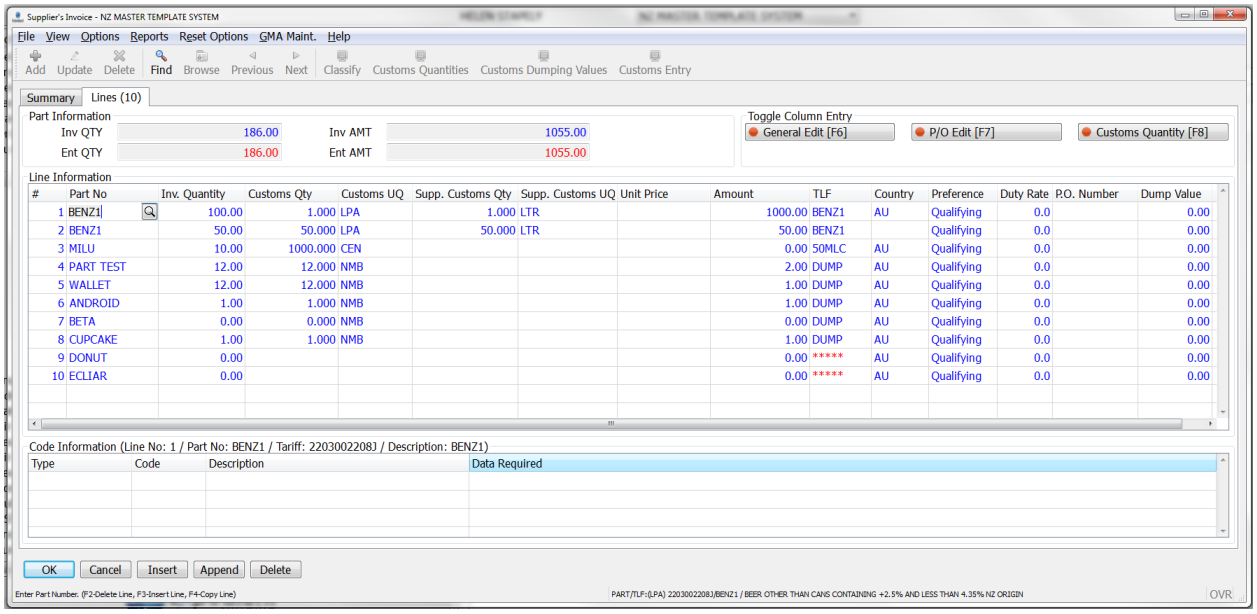
Field Name	Description	Validation	Default
	Summary Tab		
Job No	This is the Job Number in which you wish to create the Supplier Invoice for	Mandatory	Defaults from Job Registration Screen
Client	This is the client you wish to create the Supplier Invoice for	Mandatory	Defaults from Job Registration Screen
Goods	This is the goods description from the Job Registration screen	Mandatory	Defaults from Job Registration Screen
Supplier	This is the Supplier. You can click on to look up the related suppliers for that Customer Code	Mandatory	Blank

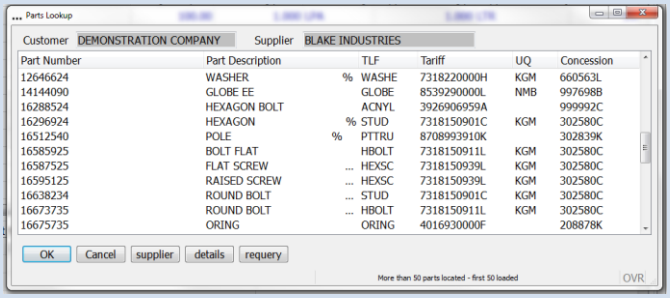
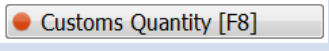
Field Name	Description	Validation	Default
Origin	This is the Origin Country stored against the Supplier in the Supplier Masterfile	Optional	Supplier Masterfile
Preference	This is the Preference Rule stored against the Supplier in the Supplier Masterfile	Optional	Supplier Masterfile
Invoice No	This is the Supplier Invoice Number. Once this is input, then the Details Tab appears, allowing you to add the supplier invoice lines. On Entering the Invoice Number Expedient will check that the Invoice Number does not already exist for the Client and Supplier combination. To load the invoice data automatically, you have 2 options: 1. Click on the Load File button:  This will allow you to load a CSV file that you have saved, directly into this screen to the specified format. When you have successfully loaded a CSV or TXT File, you will receive this message  and the Details Tab appears  2. You can email the Supplier Invoice using the CSV file format defined below. You must ensure that you have added the email address first: impinv@<yourdomain>.com.au This will then allow you to email and load invoices. (see the file specification section below)	Mandatory	Blank
Serial No	This is the external shipment number.	Mandatory	Blank

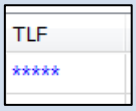
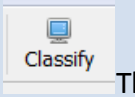
Field Name	Description	Validation	Default
Valuation Method	This is the Method of Valuation. You can click on to look up the related Valuation Methods	Mandatory	Blank
Currency	Entry the Currency in which you received the Supplier Invoice in.	Mandatory	Blank
Exchange Rate	This is the exchange rate used at the time of the Supplier Invoice received	Mandatory (if not NZD)	Blank
Inv. Ref	This is the exchange rate used at the time of the Supplier Invoice received	Mandatory (if not NZD)	Blank
Invoice Date	This is the date the Supplier Invoice was created	Mandatory (if not NZD)	Blank
Lodge Date	This is the Date of Lodgment to Customs	N/A	Today
	Invoice Information		
No. Invoice Lines	This counts the number of Invoice lines, either entered in the Details Tab manually, or from the CSV/TXT File you have loaded via the Load File button. This is a no entry field and for display purposes only	N/A	actual number of lines
Invoice Amt	Enter the Total Invoice Dollar Amount. This must equal the Entered Amount to balance the Supplier Invoice	Mandatory	Blank
Entered Amt	This totals the dollar amount entered in the Details Tab. This must equal the Inv Amount. This is a no entry field and for display purposes only. If these are not equal you will receive the below message. You can still save the Supplier Invoice.	N/A	actual amounts entered
Invoice Qty	Enter the Total Invoice Quantity	Optional	Blank
Entered Qty	Enter the Total Invoice Qty of pieces. This must equal the Entered Qty to balance the Supplier Invoice	Mandatory	Blank
Freight	Enter whether the freight amount is included in the lines or separated but in total.	Mandatory	Included in Line
Freight Amount	Enter the Amount in Freight	Optional	
Insurance	Enter whether the insurance amount is included in the lines or separated but in total.	Optional	Included In Line
Plus	Enter the Total Plus Amount	Optional	Blank
Minus	Enter the Total Minus Amount	Optional	Blank

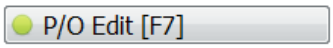
Field Name	Description	Validation	Default
Difference	This is the difference between the Invoice Amount and the Entered Amount	N/A	System Generated
Cost Uplift	This is the total Cost Uplift value in the Invoice currency for all the Supplier Invoice lines. This is automatically recalculated when changes are made in the Line tab.	N/A	System Generated
Unclassified Items	This indicates if there are parts in the invoice that have not been classified or have TLFs that are no longer valid	N/A	System Generated
Unspecified Quantities	This indicates if there are parts in the invoice that have no customs quantities entered	N/A	System Generated
Missing Permits	Is your site requires this ability Expedient can check and advise if there are any parts in the Supplier Invoice that require an Import Permit and no Permit Information is included in the Supplier Invoice. If you would like this check please contact Expedient Software	N/A	System Generated
Unspecified Dumping Values	This indicates if there are parts in the invoice that have no customs dumping values entered	N/A	System Generated
Downloaded?	This represents whether the Supplier Invoice was downloaded via email or using the load file button	N/A	Blank

Details Tab


Supplier's Invoice - NZ MASTER TEMPLATE SYSTEM
File View Options Reports Reset Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Classify Customs Quantities Customs Dumping Values Customs Entry
Summary Lines (10)
Part Information
Inv QTY 186.00
Ent QTY 186.00
Inv AMT 1055.00
Ent AMT 1055.00
Toggle Column Entry
General Edit [F6]
P/O Edit [F7]
Customs Quantity [F8]
Line Information
Part No Inv. Quantity Customs Qty Customs UQ Supp. Customs Qty Supp. Customs UQ Unit Price Amount TLF Country Preference Duty Rate P.O. Number Dump Value
1 BENZ1 100.00 1.000 LPA 1.000 LTR 1000.00 BENZ1 AU Qualifying 0.0 0.00
2 BENZ1 50.00 50.000 LPA 50.000 LTR 50.00 BENZ1 Qualifying 0.0 0.00
3 MILU 10.00 1000.000 CEN 0.00 50MLC AU Qualifying 0.0 0.00
4 PART TEST 12.00 12.000 NMB 2.00 DUMP AU Qualifying 0.0 0.00
5 WALLET 12.00 12.000 NMB 1.00 DUMP AU Qualifying 0.0 0.00
6 ANDROID 1.00 1.000 NMB 1.00 DUMP AU Qualifying 0.0 0.00
7 BETA 0.00 0.000 NMB 0.00 DUMP AU Qualifying 0.0 0.00
8 CUPCAKE 1.00 1.000 NMB 1.00 DUMP AU Qualifying 0.0 0.00
9 DONUT 0.00 0.00 ***** AU Qualifying 0.0 0.00
10 ECLIAR 0.00 0.00 ***** AU Qualifying 0.0 0.00
Code Information (Line No: 1 / Part No: BENZ1 / Tariff: 22030022083 / Description: BENZ1)
Type Code Description Data Required
OK Cancel Insert Append Delete
Enter Part Number. (F2-Delete Line, F3-Insert Line, F4-Copy Line)
OVR

Field Name	Description	Validation	Default
Part No	This is the Part Number that appears on the Invoice. This will be automatically populated if the Load File button was successful. You can also click on the button to list all Parts on file **(see Menu Customs Clearance – Parts for Masterfile)** for that Client and Supplier combination. See below zoom screen:  Select one of the parts that you want to add to the Supplier Invoice Line. If your site includes a check on Import Permits Part Numbers will be highlighted in red where the Tariff requires an Import Permit but no Code Information has been entered for the Part. **Please Note:** The Re Query Button allows you to perform another search for any parts for that Customer (excludes the Supplier from this selection). Clicking OK will search for all parts for that Customer regardless of Supplier.	N/A	Blank
Inv. Quantity	This is the Quantity of the part that appears on the invoice line.	Mandatory	Blank
Customs Qty	This is the Quantity reported to Customs for the part and may be entered manually by activating the  button. This value may also be calculated automatically by Expedient using the Quantity Factor from the Parts Masterfile and the Invoice Quantity value. This value cannot be entered if Customs do not specify a Customs Quantity if required for the tariff.	Mandatory	Calculated. Customs Qty = Invoice Quantity x Quantity Factor from Parts Masterfile
Customs UQ	This is the unit of measurement that may be specified by Customs for the tariff.	Optional	TLF Masterfile
Supp. Customs Qty	This is the supplementary quantity value which may be required by Customs for the tariff. This value can be entered manually by activating the	Optional	Blank

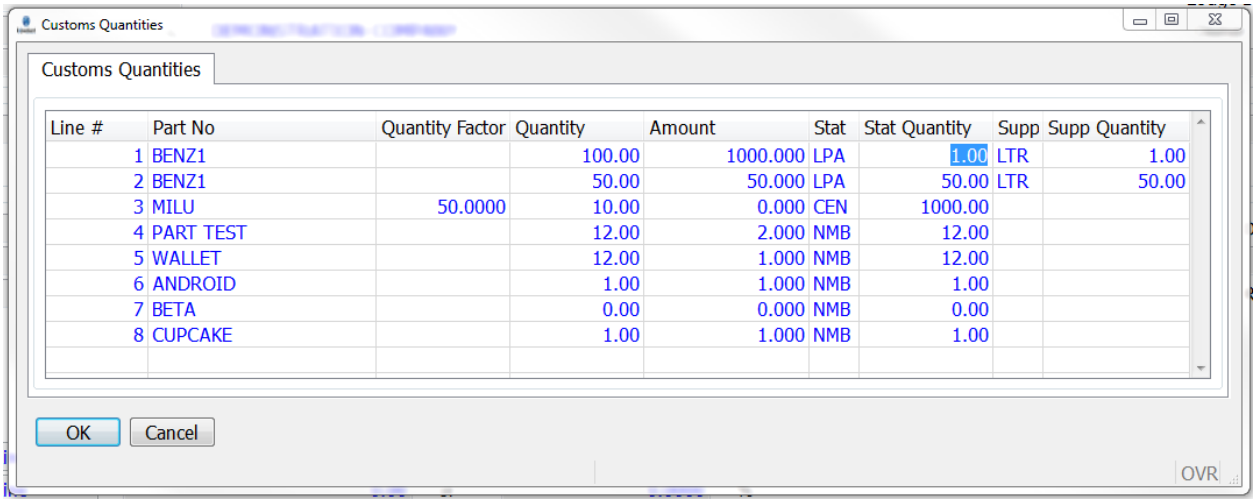
Field Name	Description	Validation	Default
	Customs Quantity [F8] button		
Supp. Customs UQ	This is the supplementary unit of measurement which may be required by Customs for the tariff	Optional	TLF Masterfile
Unit Price	This is the unit price for the item. This column is hidden by default. Right click on the column headings to select Unit Price to appear.	Optional	Blank
Amount	This is the total line amount for the part that appears on the invoice line.	Mandatory	Calculated from Quantity x Unit Price if both are entered.
TLF	This is the TLF for the Part Number. This is a no entry field. This information is drawn from the Parts Masterfile, TLF information. If the part does not have an associated TLF then this field will display ***** See below  If the Part is unclassified you can still save the invoice. Once you have done this you can click on the Classify Button  This will allow you to classify the part with the correct TLF Code. See Classifying Parts Section in this document for more information. An Unclassified Items report is available from the More Options menu in the Job Registration screen. If the Part has a TLF that is no longer valid the TLF code will show in RED. Classify the Part or update the Part Masterfile with a valid TLF.	Mandatory	Parts / TLF Masterfile
Country / Preference	This information is pulled from the Parts Masterfile. If there is no country or Preference held for the Part these fields will default to the Origin Country and Preference in the Summary Tab. These fields are no entry, however if you wish to alter these values for this Supplier Invoice then click on the General Edit [F6] Button.	Mandatory	Parts Masterfile or Summary Tab Country and Preference
Duty Rate	This is the rate as advised nightly by NZ Customs. This rate cannot be manually updated.	N/A	From NZ Customs
P.O. Number	This is the Purchase Order Number against the part number. This is used for printing of various	Mandatory	Blank

Field Name	Description	Validation	Default
	documents, such as the Landed Costing. This field is no entry, however if you wish to enter a value then click on the  Button. See below.		
Dump Value	This is the value advised by NZ Customs and cannot be manually updated	N/A	From NZ Customs
Cost Uplift	This column can be updated using the General Edit Button. This column is hidden by default.	N/A	Parts Masterfile or Supplier Masterfile
Cost Uplift (%)	This column is calculated automatically after entry of the Cost Uplift value if this is provided. This column can be updated using the General Edit Button. This column is hidden by default.	N/A	Parts Masterfile or Supplier Masterfile
Sub No	This number identifies which Entry submission the invoice line was part of. This column is hidden by default.	N/A	Generated on creation of entry
Entry Line	This number identifies which line in the Customs Entry the Supplier Invoice line is associated with. This column is hidden by default.	N/A	System Generated
Code String	This column shows how the Codes information for the invoice line is generated. This column is hidden by default.	N/A	System Generated
Code Information (for the highlighted Part Number)	This table shows the Codes Information associated with the Part and the TLF in the Supplier Invoice Line. The Codes Information is an amalgamation of the Codes information held at Part and/or TLF level (depending on the site configuration for storing Codes) plus any additional Codes held for the Invoice Line. The information can be add, edited and deleted against the invoice line. For example if the Part in the Parts Masterfile does not have a Permit but it is required for this invoice the Permit information can be added against the invoice line in this screen when the part line is highlighted.	N/A	Unique Codes Information from the Part and or TLF depending on the site configuration for storing Codes Information
	Action Buttons		
Customs Entry	Directs the user to the Customs Entry Screen.		
Docs	This allows the user to attach supporting documents that relate to the Supplier's Invoice.		

Entering Customs Quantities

Once you have saved the Supplier Invoice, if you have added parts whereby the Classification requires extra measurements added to the Parts, for example Kilograms, Square Metres add the details using the Customs Quantities toolbar button in the Supplier Invoice screen. Clicking on this button will search the TLF and if it doesn't require a number or blank then it will allow you to enter the quantities.

The screen will list all the parts in the Supplier Invoice that requires additional Customs Quantities


Customs Quantities
Customs Quantities
Line # Part No Quantity Factor Quantity Amount Stat Stat Quantity Supp Supp Quantity
1 BENZ1 100.00 1000.000 LPA 1.00 LTR 1.00
2 BENZ1 50.00 50.000 LPA 50.00 LTR 50.00
3 MILU 50.0000 10.00 0.000 CEN 1000.00
4 PART TEST 12.00 2.000 NMB 12.00
5 WALLET 12.00 1.000 NMB 12.00
6 ANDROID 1.00 1.000 NMB 1.00
7 BETA 0.00 0.000 NMB 0.00
8 CUPCAKE 1.00 1.000 NMB 1.00
OK
Cancel
OVR

The Stat-Quantity column can be entered to provide the Customs values. If a Quantity Factor has been stored for the part during classification or in the Parts Masterfile the column will calculate the Customs Quantity

Customs Quantity = Part Invoice Amount x Quantity Factor

This value can be updated.

Expedient can calculate the Quantity Factor from the Enter Customs Quantity

Quantity Factor = Customs Quantity / Quantity

On OK in the Customs Quantity screen Expedient can save the Quantity Factor to the Parts Masterfile, if a Quantity Factor does not already exist, to be used when the Part appears on a new Supplier Invoice.

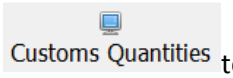
If your site would like this ability please send a request through Support Tracker.

DEFAULT UNSPECIFIED CUSTOMER QUANTITIES

This option is available from the Options menu after pressing the Update tool bar button in the Supplier Invoice screen. The option will copy across the value in the Invoice Quantity column to the Customs Quantity column for the following conditions

1. The Customs Unit of Measurement is **not** 'NMB' and the existing Customs Quantity is either zero or blank or,

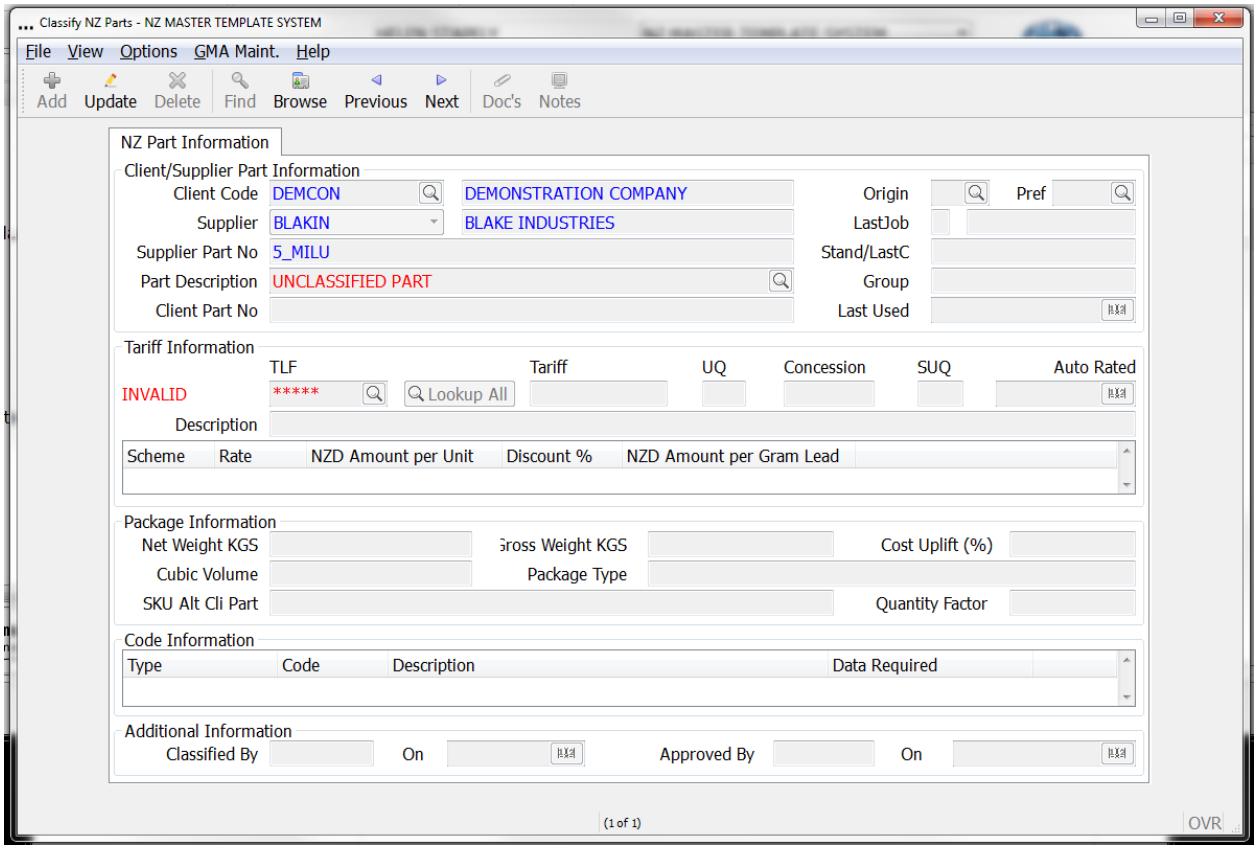
2. The Customs Unit of Measurement is 'NMB' and the Customs Quantity is blank

The Customs Quantity window from the 

toolbar button will be immediately updated with the new Customs Quantity values

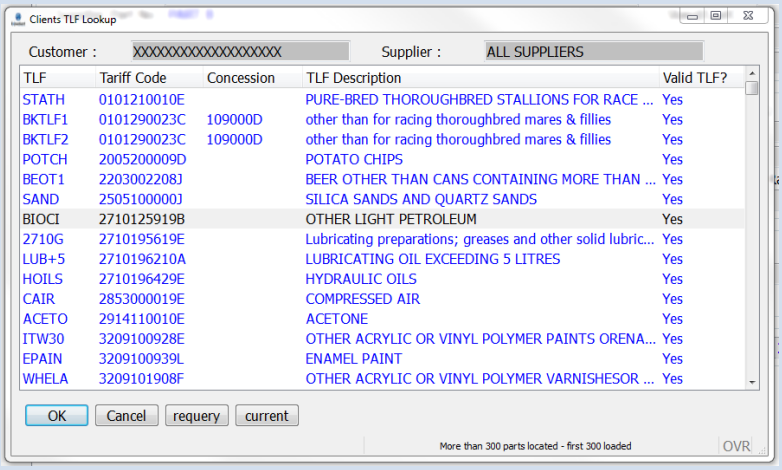
Classify Parts

If you have added parts to the Supplier Invoice that have not been classified before then you can click on the Classify Button once you have added the Supplier Invoice. This will then direct you to the below screen. Please note the [1/2] at the bottom of the screen indicates this is the first part of two parts that need to be classified. Use Update to classify the part.



Field Name	Description	Validation	Default
Client Code	This is the Customer Code and Name that is pulled from the Supplier Invoice Screen	Mandatory	Supplier Invoice Screen
Supplier	This is the Supplier Code and Name that is pulled from the Supplier Invoice Screen. This can be updated using the pull down option to 'Default Supplier' if the part is supplied by many suppliers.	Mandatory	Supplier Invoice Screen
Supplier Part No	This is the Supplier Part Number, that is pulled from the Supplier Invoice Screen	Mandatory	Supplier Invoice Screen

Field Name	Description	Validation	Default
Part Description	This is the Description of the Part. If this part is not yet classified, then 'UNCLASSIFIED PART' will appear. On Update this will clear and the correct Part Description can be added. Use the to search for Parts already stored for the Customer and Supplier combination or Requery in the zoom screen to find all Parts for the Customer regardless of Supplier. Please note only the first 300 results will be shown. Filter on a word or part number to improve the search results.	Mandatory	Blank
Client Part No	This is the Client's Part Number. This is what the customer recognises. This prints on Landed Costing	Mandatory	Default to Supplier Part No on tab through if no Client Part No is entered.
Origin	This is the origin country for the Part.	Optional	Origin of the Part from the Supplier Invoice line if the Part is not duplicated with a different Origin country
LastJob	This is the last job number the Part was used on	N/A	System generated
Stand/LastC	This the Customs Value Amount	Numeric Value. Optional	Blank
Group	This is the Product Group for the Part	Optional	Blank
Last Used	This is the date the Part Number was last used	N/A	System Generated

Field Name	Description	Validation	Default
TLF	This is the Tariff List Code. Use to lookup the TLF Masterfile (Menu - Customs Clearance / CMR TLF Maintenance). This screen allows you to search on any number of fields for TLFs associated with the Client Code in the invoice. See below:  Select the TLF, or Click on the Re Query button to search for all TLFs regardless of the Client code. Please note only the first 300 results will be returned in a search. Use filters on words and codes to return better results. 'INVALID' will display besides the TLF field if the TLF is no longer valid or if the Part was allocated a TLF that no longer exists in the TLF Masterfile.	Mandatory	Blank
Lookup All	This is a zoom on all TLFs regardless of Client Code. Filter on words and codes to return useful search results. Please note only the first 300 results will be shown.	N/A	N/A
Tariff	This is a view only of the NZ Customs Tariff Code associated with the TLF	N/A	N/A
UQ	This is a view only of the Unit of Quantity as advised by NZ Customs each night for the Tariff code	N/A	System Generated
Concession	This is a view only of the Concession code as advised by NZ Customs each night for the Tariff code	N/A	System Generated
SUQ	This is a view only of the Secondary Unit of Quantity as advised by NZ Customs each night for the Tariff code	N/A	System Generated
Description	This is a view only of the full description of the TLF Code selected in the previous column	N/A	TLF Maintenance

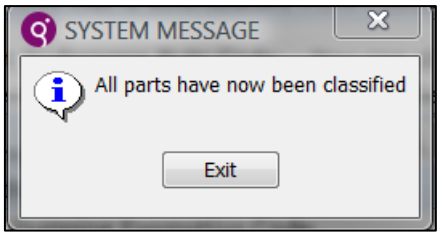
Clients TLF Lookup
Customer : XXXXXXXXXXXXXXXXXX
Supplier : ALL SUPPLIERS
TLF | Tariff Code | Concession | TLF Description | Valid TLF?
STATH | 0101210010E | | PURE-BRED THOROUGHBRED STALLIONS FOR RACE ... | Yes
BKTLF1 | 0101290023C | 109000D | other than for racing thoroughbred mares & fillies | Yes
BKTLF2 | 0101290023C | 109000D | other than for racing thoroughbred mares & fillies | Yes
POTCH | 2005200009D | | POTATO CHIPS | Yes
BEOT1 | 2203002208J | | BEER OTHER THAN CANS CONTAINING MORE THAN ... | Yes
SAND | 2505100000J | | SILICA SANDS AND QUARTZ SANDS | Yes
BIOCI | 2710125919B | | OTHER LIGHT PETROLEUM | Yes
2710G | 2710195619E | | Lubricating preparations; greases and other solid lubric... | Yes
LUB+5 | 2710196210A | | LUBRICATING OIL EXCEEDING 5 LITRES | Yes
HOILS | 2710196429E | | HYDRAULIC OILS | Yes
CAIR | 2853000019E | | COMPRESSED AIR | Yes
ACETO | 2914110010E | | ACETONE | Yes
ITW30 | 3209100928E | | OTHER ACRYLIC OR VINYL POLYMER PAINTS ORENA... | Yes
EPAIN | 3209100939L | | ENAMEL PAINT | Yes
WHELA | 3209101908F | | OTHER ACRYLIC OR VINYL POLYMER VARNISHESOR ... | Yes
OK
Cancel
requery
current
More than 300 parts located - first 300 loaded
OVR

Field Name	Description	Validation	Default
Duty Rates	These are a view only of the Duty Rates advised by NZ Customs each night for the Tariff Code	N/A	NZ Customs
Auto Rated	This indicates the date of the last auto-rating for this Part	N/A	System Generated
Net Weight KGS	This is the value for the net weight of the part in kilograms	Numeric. Optional	Blank
Gross Weight KGS	This is the value for the gross weight of the part in kilograms	Numeric. Optional	Blank
Cost Uplift (%)	This is the Cost Uplift percentage associated with the Part. This will populate the Supplier Invoice and the Customs Entry line when the Part is used.	Numeric. Optional	Blank
Cubic Volume	This is the value for the volume of the part	Numeric. Optional	Blank
Package Type	This is the type of package for the part	Optional	Blank
SKU Alt Cli Part	This is the alternative Client Part reference	Optional	Blank
Quantity Factor	This is the volume factor for the part and is used to calculate the Customs Quantity when the part is included in a Supplier Invoice, e.g. this may indicate the number of litres in each bottle.	Optional	Blank
Code Information	If your site has elected to save Codes information at Part Level the information can be entered in the Classify screen. Select a Type, Code and Description from the pull down options. Enter additional Data if required. Codes entered in this screen will populate the Supplier Invoice line. Conversely Codes information added to the Supplier Invoice line for the unclassified part will automatically populate the Classification screen. Delete any Codes information if this is not required to be stored permanently against the Part.	Optional	Code Information entered for the Invoice Line
Classified By	This shows the username of the user who classified the part	N/A	System Generated
Classified On	This indicates when the part was classified	N/A	System Generated
Approved By	This shows the username of the user who approved the classification	Optional	Blank
Approved On	This indicates when the part classification was approved	N/A	Today

Once you have entered the relevant information click OK to classify all the parts where a Client Part, Description and TLF Code have been entered.

If the Part appears several times in the invoice with the same Origin Country and Codes information the Part, once classified, will update all the Invoices lines for the same part.

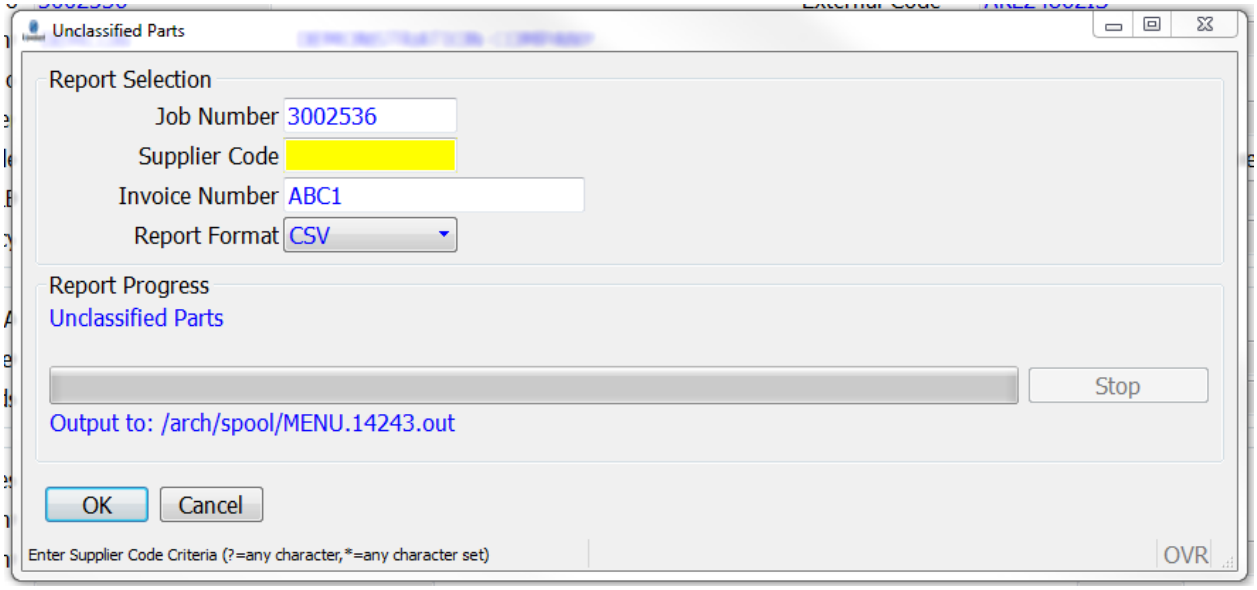
Once you have classified all parts, the system will display the following, and return you to the Supplier Invoice Screen.



Use the Browse button to view, and output to CSV, all unclassified parts on the invoice in one screen.

BULK CLASSIFICATION USING THE UNCLASSIFIED ITEMS REPORT

Expedient provides a quick method of quickly classified unclassified parts. Use the Unclassified Parts option in the Reports menu in the Supplier Invoice screen.



When output as a CSV this report is in the same format required to loads Parts into Expedient.

	A	B	C	D	E	F	G	H
1	Customer Code	Supplier Code	Supplier Part Number	Part Description	Client Part Number	TLF	Country Code	Preference
2	DEMCON	BLAKIN	ECLIAR		ECLIAR			
3								

Add the missing details to the spreadsheet. Then use Down Load Data Files>Load Parts File to load the updated file back into Expedient to classify the parts in one action.

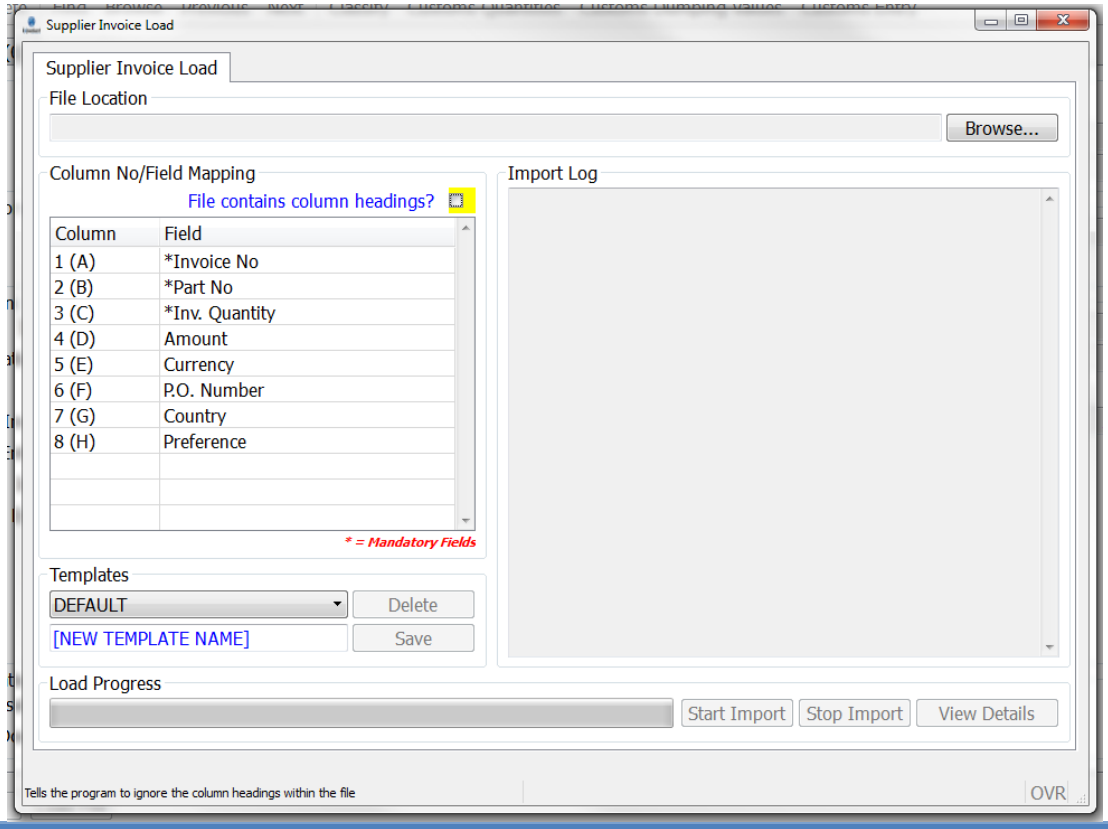
Load File Feature

You are able to load a CSV file or a text file from your desktop directly into the Supplier Invoice screen. To use this feature: Add the Supplier Invoice and then enter the job no. Once you are in the Invoice No field you can click on the Load File button that appears on the lower area of the screen.

The format for the CSV file is configured in this screen.

Select a pre-existing template for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name.

The columns can be in any order.



Field Name	Description	Validation	Default
File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank

Field Name	Description	Validation	Default
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and Save. Use Delete to remove unwanted templates.	Mandatory	Default

You can then browse to the required CSV file and click on the Start Import button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, however no further lines of the file will be processed after this error (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The Import Log will display a summary of the details loaded. Use View Details to see more in depth information.

RULES:

- The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE, if provided, must be the same codes as used by New Zealand Customs.
- The file must contain one invoice line per file line.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- The file must contain only ONE Supplier Invoice.
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

Email File Feature

You can email the Supplier Invoice using the CSV file format.
Firstly ensure you have an email address setup to accept these files: impinv@<yourdomain>.com.au

The file needs to be CSV format, NOT Excel, txt, doc, etc. Only the specified fields can be used.

The order must be:

Column	Description	Validation
A	Client Code	Mandatory
B	Invoice Number	Mandatory
C	Part number	Mandatory
D	Part Description	Mandatory
E	Qty	Mandatory
F	Line Amount	Mandatory
G	Country	Optional
H	Preference	Optional
I	Order Number	Optional

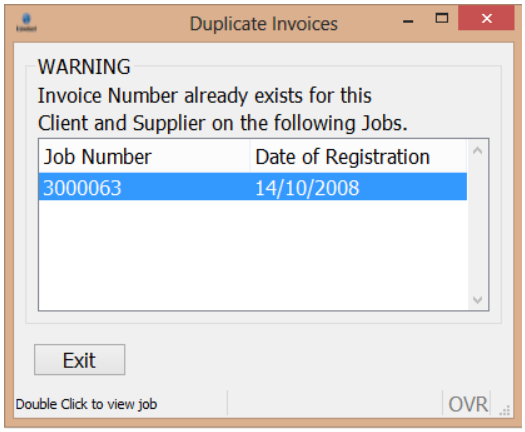
The file needs to be CSV format, NOT Excel, txt, or doc. Only the specified fields can be used.

Columns A to F are mandatory. If something is not valid, the user will get an email from the system detailing what line produced the error and which column was at fault. Please allow up to 30 minutes for file to process. An email will be sent to the sender after the file has been successfully completed or if there were errors in loading the data.

Please allow up to 30 minutes for file to process. An email will be sent after load to the sender.

WARNING MESSAGE

The following warning message is shown when the same Customer/Supplier and Invoice Number is used on a different Job.



Inter Country Transfer

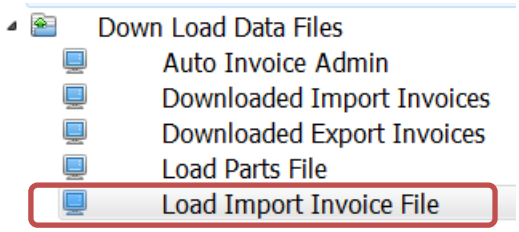
Expedient can be set to transfer supplier invoices between Australia and New Zealand sites of your company.

- The AU site will send a Shipper Invoice to NZ site when an EDN Entry is submitted and the destination country is NZ. The NZ site can use the in the invoice number field to find the Invoice for matching House Bill. The invoice will be identified as a transferred invoice by source 'C'.

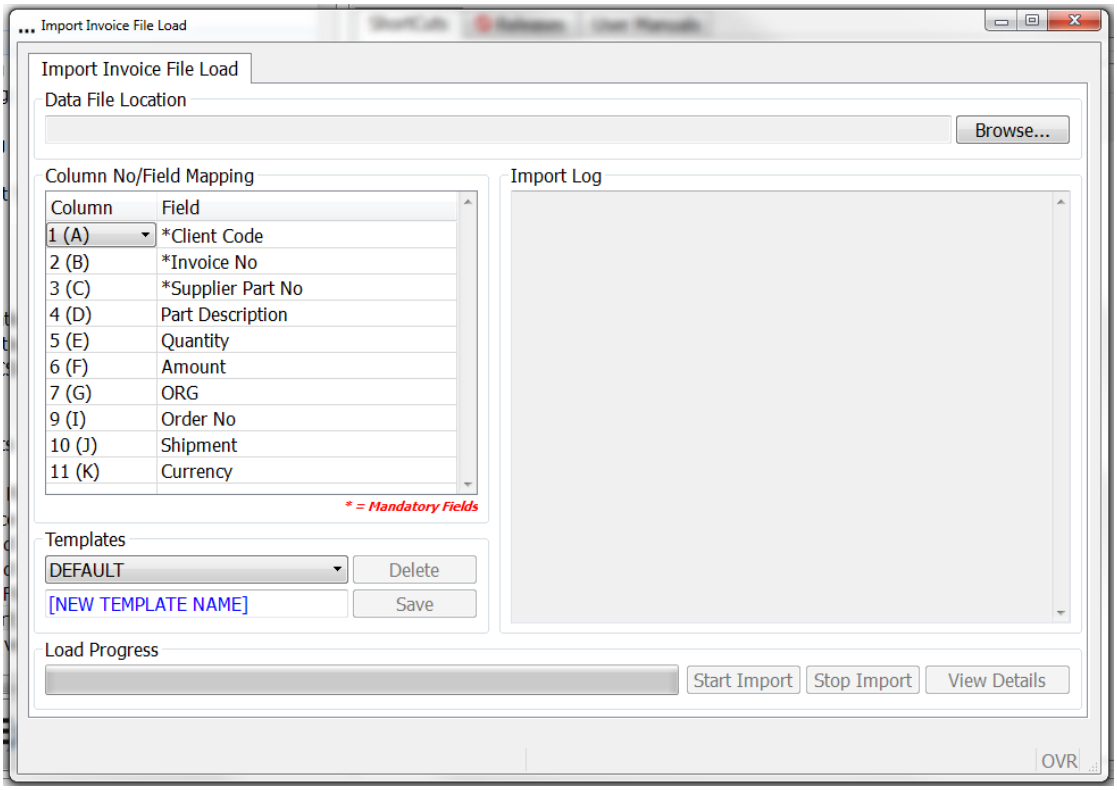
- The NZ site will send a Shipper Invoice to AU site when an Export Customs Entry is submitted and the destination country is AU. The AU site can use the in the invoice number field to find the Invoice for matching House Bill. The invoice will be identified as a transferred invoice by source 'C'.

Load Import Invoice File

This option provides the ability to load multiple supplier invoices for the same client from a single CSV file.



The format for the CSV file is configured in this screen. Select a pre-existing template for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name. The columns can be in any order.



Field Name	Description	Validation	Default
Data File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and Save. Use Delete to remove unwanted templates.	Mandatory	Default

You can then browse to the required CSV file and click on the Start Import button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, however no further lines of the file will be processed after this error (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The Import Log will display a summary of the details loaded. Use View Details to see more in depth information.

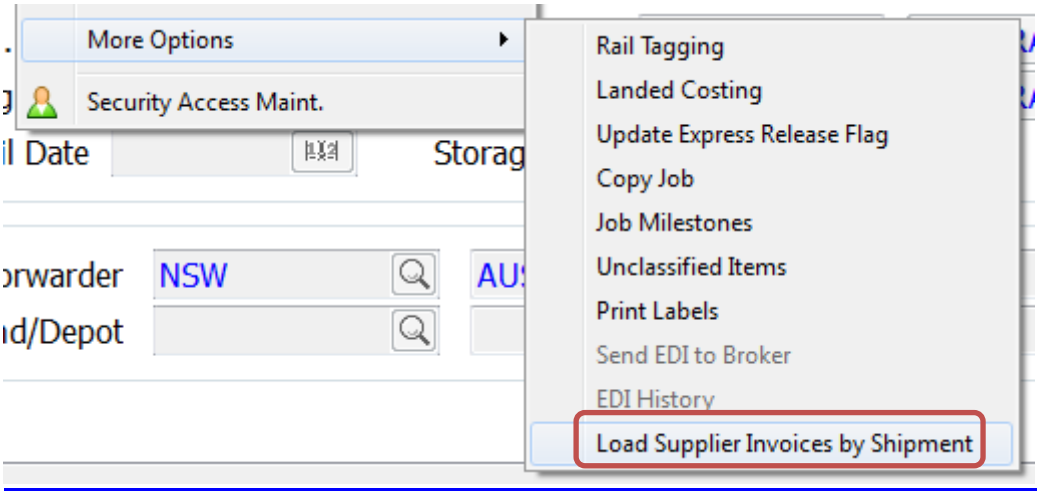
RULES:

The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE, if provided, must be the same codes as used by New Zealand Customs.

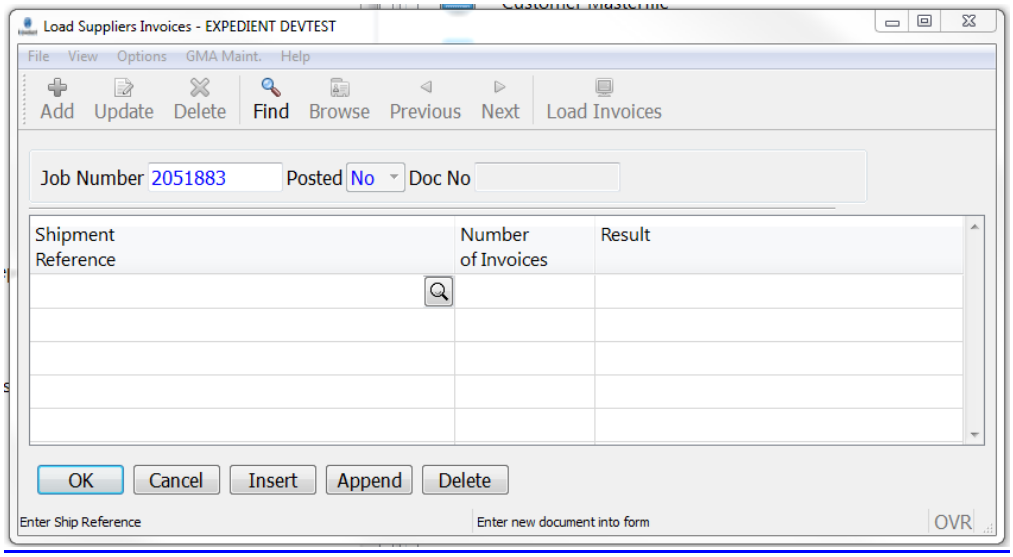
- The file must contain one invoice line per file line.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

Load Supplier Invoices by Shipment

This option provides the ability to attach a batch of Supplier Invoices to a job. The batch of Supplier Invoices can be loaded to the Job from the Job Registration screen and viewed in the Supplier Invoice screen. This option is available from the More Options menu in Customs Job Registration.

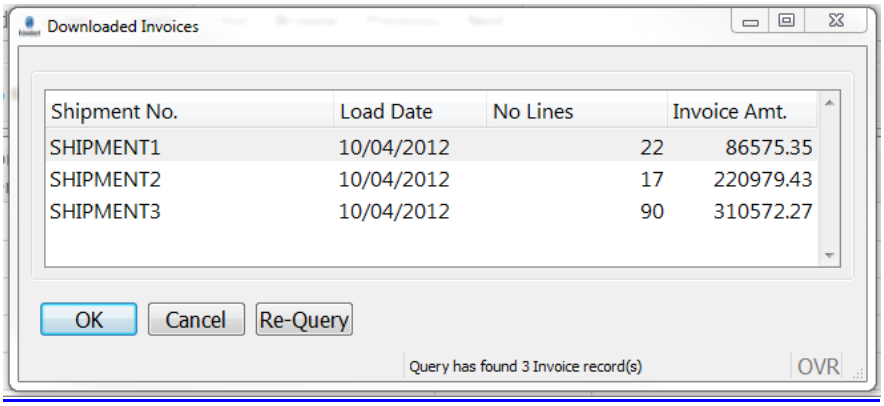


This option links one or more batches of Supplier Invoices to a Job. The batches of Supplier Invoices are identified by Shipment Number.


Load Suppliers Invoices - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Load Invoices
Job Number 2051883 Posted No Doc No
Shipment Reference
Number of Invoices
Result
OK Cancel Insert Append Delete
Enter Ship Reference
Enter new document into form
OVR

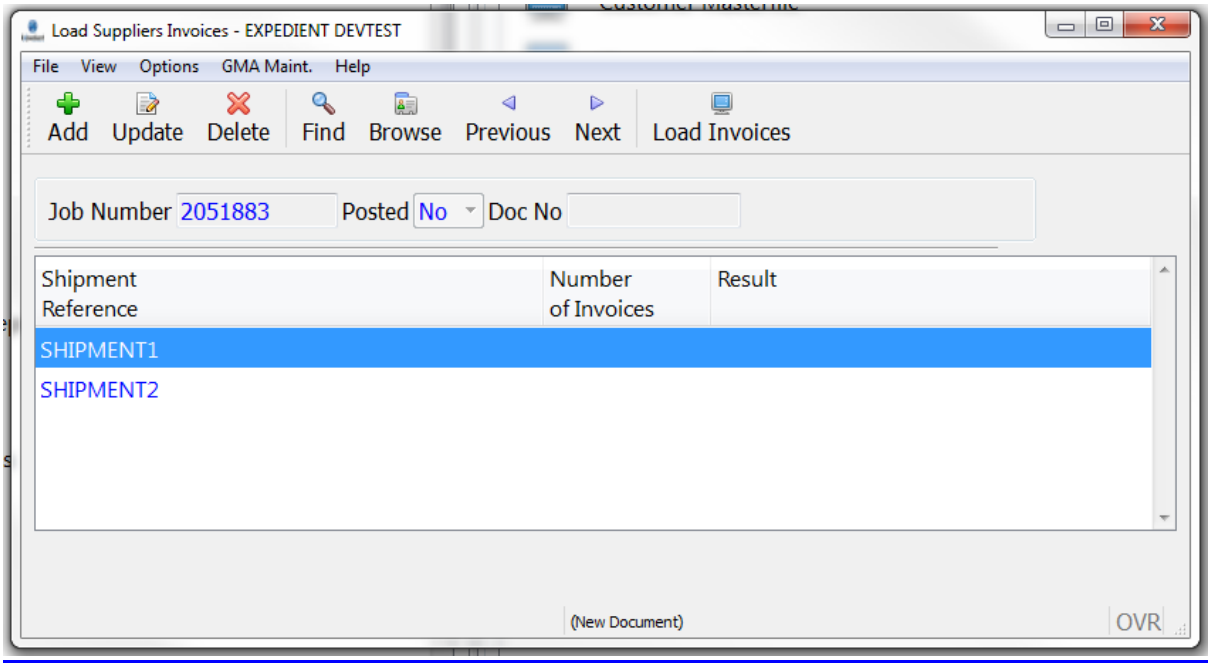
On Add click in the Shipment Reference field to view the available Supplier Invoice batches.

Hit 'Enter' in this screen to list all available batches or search on specific details.



Select the Shipment reference for the batch of Supplier Invoices you want to associate with the Job and OK.

Select one or many batches for the job.

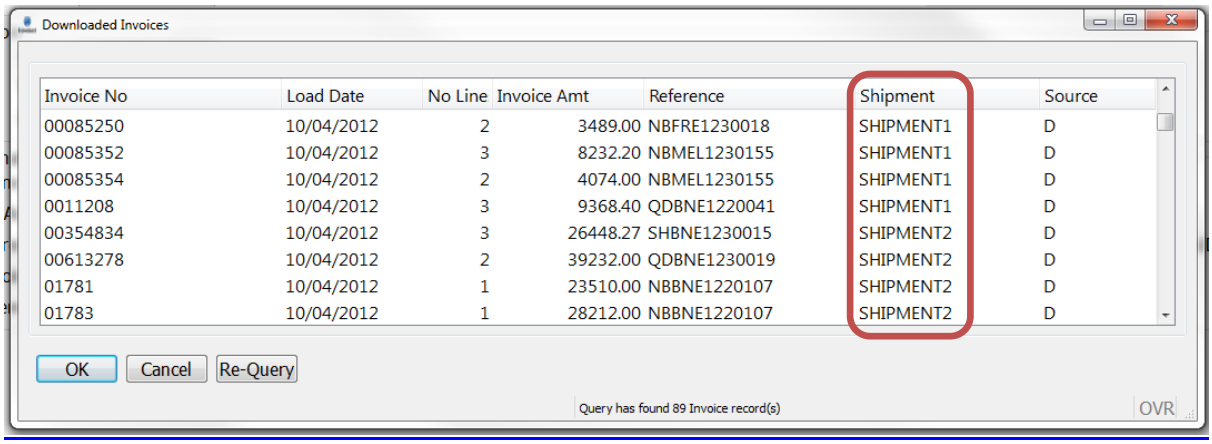


To attach the batches of Supplier Invoices to the job go to Options and Load Invoice or use the toolbar button Load Invoices.

You will be advised if the load was successful or if invoices within the batch that you have attached have already been posted and cannot be loaded to the job.

Once successfully loaded you can view the Supplier Invoices in the Supplier Invoice screen.

A new column showing the Shipment number has been added to the Downloaded Invoice list visible when is selected in the Invoice Number field in the Supplier Invoice screen.



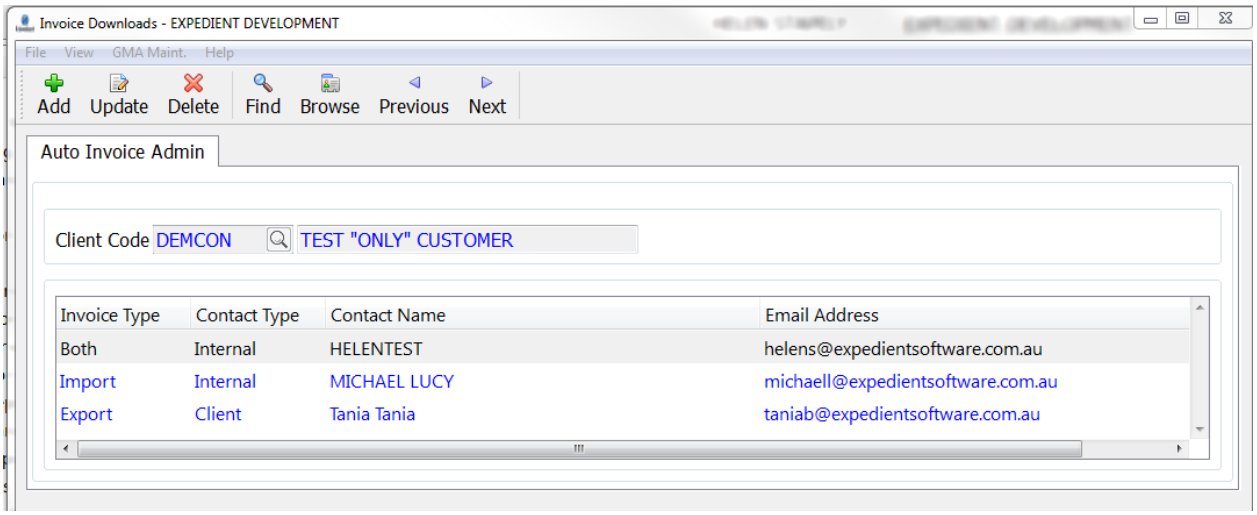
Copy Supplier Invoice

This function allows users to copy a Suppliers Invoice from one job to another job no.
Users can only copy the suppliers invoice to a job for the same Customer code and the invoice number must not already exist against the new job no.

Auto Invoice Admin

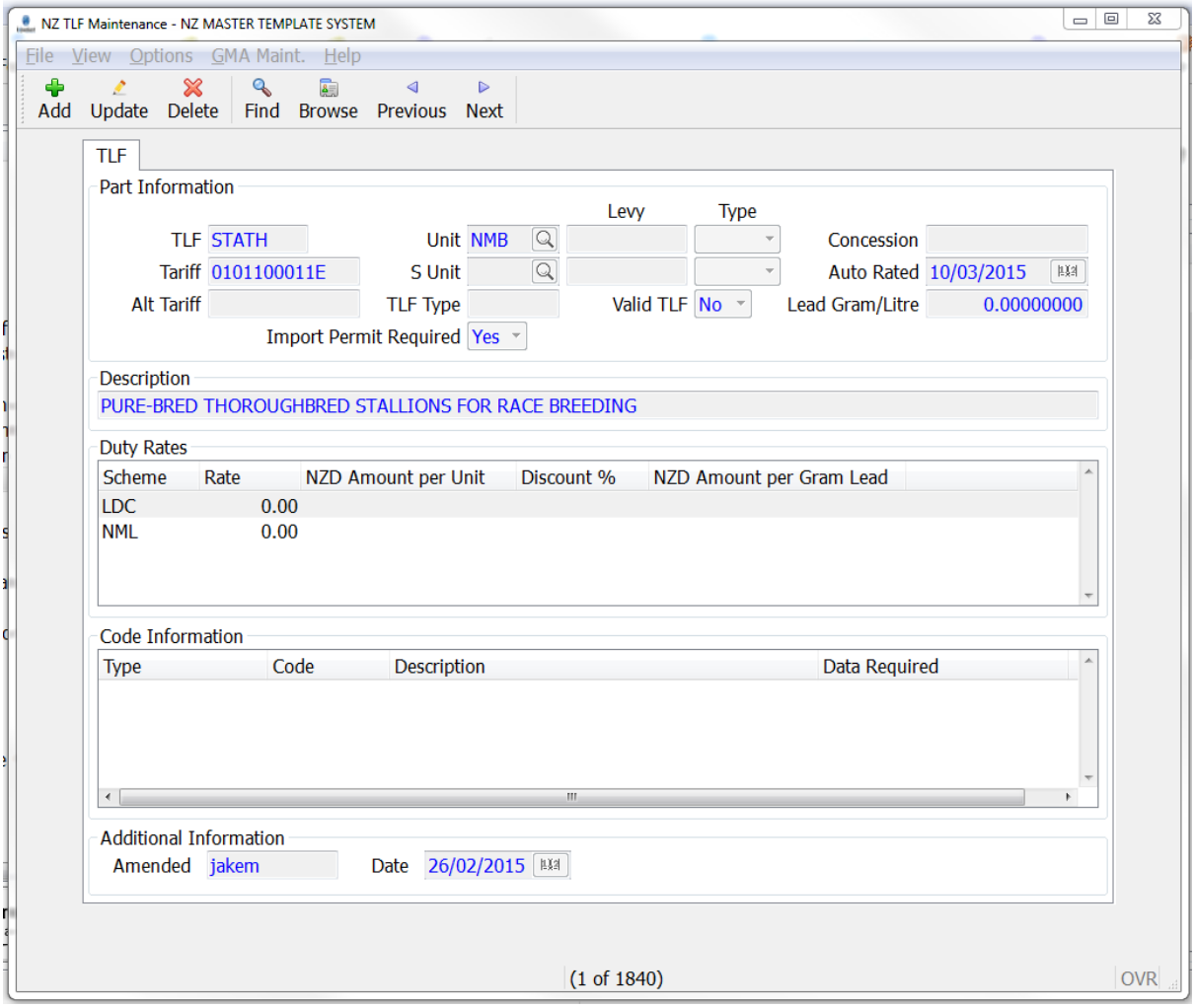
This function allows users to maintain contacts for invoices that are automatically imported. This option is available in the Sundry folder in Down Load Data Files and in the Administration>Corporate Interface>Inbound folder.

Select the client code and set up the invoice type, contact type, contact names and email addresses at the contact and within your company. These contacts will be automatically sent an email alerts when invoices are imported from the selected company.


Invoice Downloads - EXPEDIENT DEVELOPMENT
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Auto Invoice Admin
Client Code DEMCON TEST "ONLY" CUSTOMER
Invoice Type Contact Type Contact Name Email Address
Both Internal HELENTEST helens@expedientsoftware.com.au
Import Internal MICHAEL LUCY michaell@expedientsoftware.com.au
Export Client Tania Tania taniab@expedientsoftware.com.au

Creating TLF's

TLF's are used as short codes, storing information such as Tariff, Stat, and Treatment Code. This allows users to save time in data entry and when changing TLF information. This is accessed via the **Main Menu** select **Customs Clearance/Tariff Class, TLF Maintenance function**



Field Name	Description	Validation	Default
TLF	This is the Tariff Line File. This is a unique number. The code must be letters or numbers, with no spaced or special characters. This cannot be updated after the TLF has been created.	Mandatory	Blank
Tariff	The eight-digit tariff classification applicable to the goods being entered, as specified in Schedule 3 of the Australian Customs Tariff.	Optional	Blank
Alt Tariff	This is the Alternative Tariff Code	Optional	Blank
Unit	This is the statistical unit	Optional	Blank
S Unit	This is the Supplementary unit	Optional	Blank

Field Name	Description	Validation	Default
Levy	This is the Levy Amount. Incorrect Levy Amounts will be changed to the advised Customs Amount on clicking OK except where an Anti -dumping Levy type is selected, e.g. ANTI, ANTM and ANTP.	Optional	Blank
Type	This is the type of Levy	Optional	Blank
TLF Type	This is the TLF Code Type	Optional	Blank
Concession	This is the Concession Code	Optional	Blank
Import Permit Required	This indicates that NZ Customs require an Import Permit with the Entry Submission. This indicator is updated direct from NZ Customs	N/A	NZ Customs
Description	This is the TLF Description	Mandatory	Blank
Duty Rates	These are the schemes and rates as notified by NZ Customs for the Tariff selected for the TLF	N/A	NZ Customs
Code Information	This is the Code information held against the TLF if your site choses to store Codes and Permit against TLF as well as, or instead of Parts.	Optional	Blank
Amended	This is the user who added the TLF or last updated the TLF	N/A	System Generated
Date	This is the date the TLF was added or last updated.	N/A	System Generated

Creating Parts

There are 2 ways to add parts, manually or via a download feature.

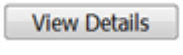
Load Parts from a File

If you have a Parts File, you can upload this file via menu **Down Load Data Files>Load Parts File** or from the Supplier Invoice Options, and from the Pre-Job Supplier Invoice Options menu.

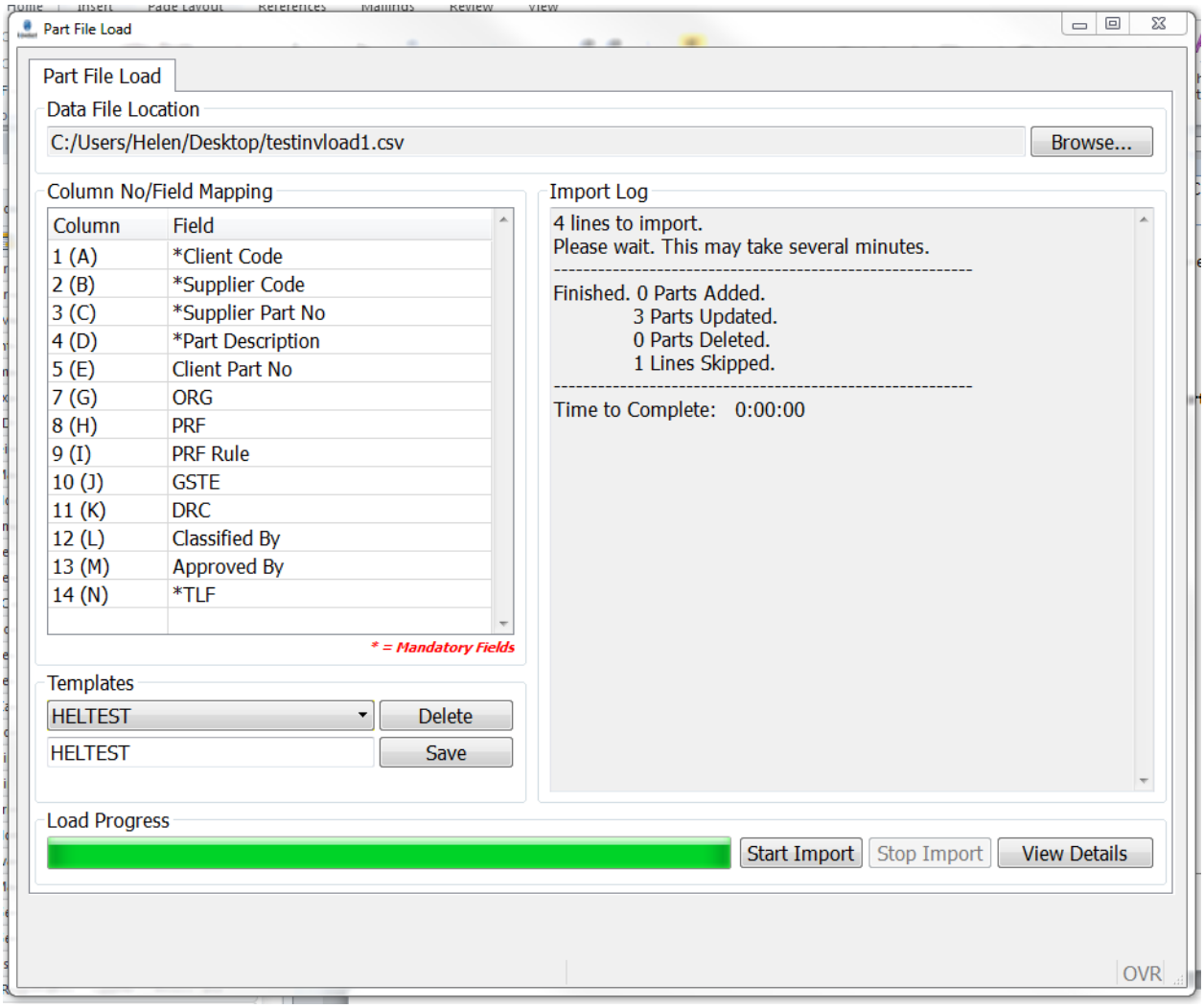
The format for the CSV file is configured in this screen.

Select the pre-existing for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name.

The columns can be in any order. The file does not require column headings in the first row.

The Import Log will display a summary of the details loaded. Use 

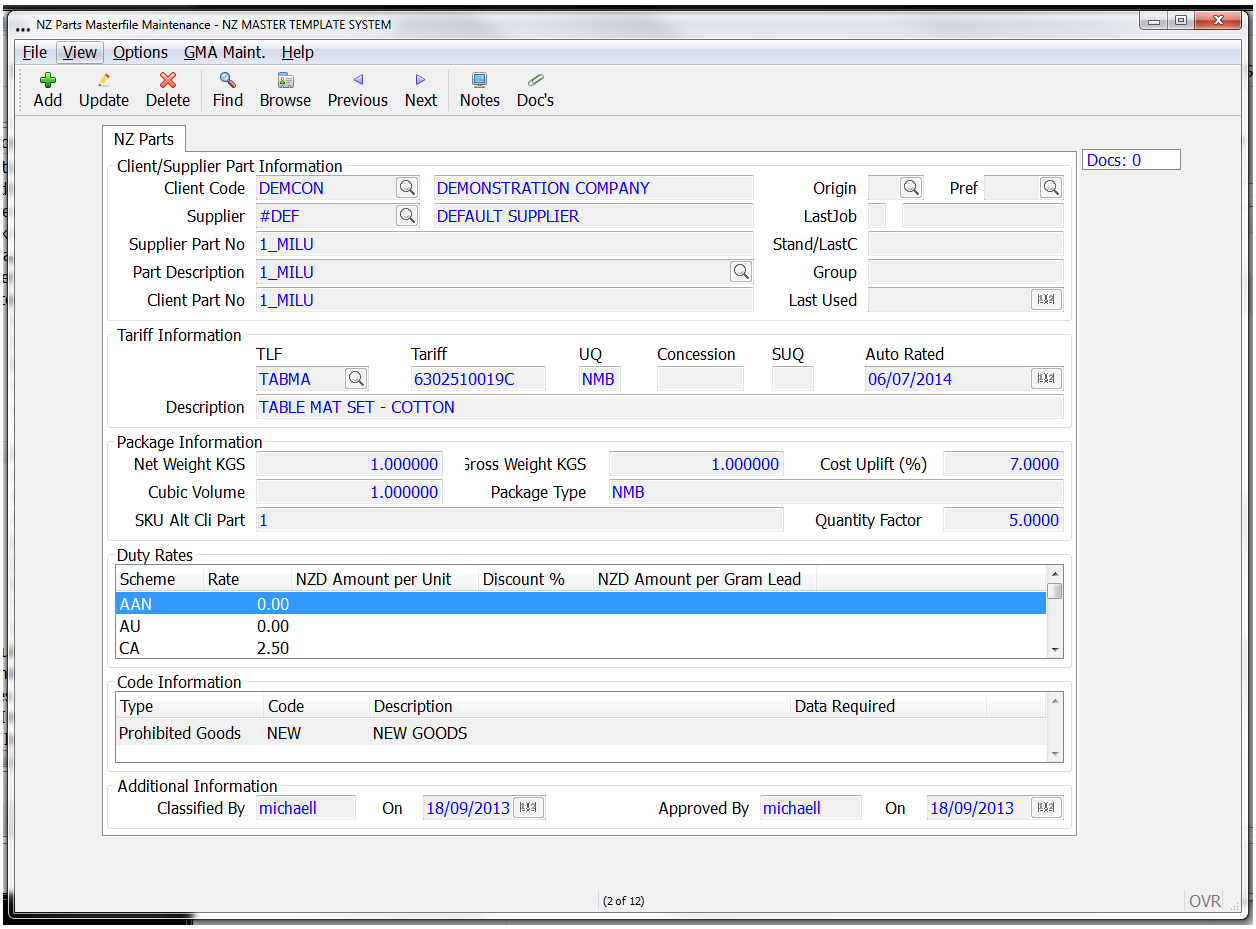
to see more in depth information.



Field Name	Description	Validation	Default
Data File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column No	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and Save. Use Delete to remove unwanted templates.	Mandatory	Default

Manual Parts Add

Manually adding Parts to the Expedient System is performed via menu **Customs Clearance/Tariff Class – Parts Masterfile.** By clicking the Add button or typing A will place the cursor in the input screen in Add Mode. See below:



Field Name	Description	Validation	Default
Client Code	This is the Customer Code. You can click on the to lookup the Customer Masterfile.	Mandatory	Blank
Supplier	This is the Supplier Code. You can click on the to lookup the Supplier Masterfile. The supplier on an existing part can only be updated to '#DEF'.	Mandatory	Blank
Origin	This is the Country of Part Origin. You can click on the to lookup the valid country codes	Optional	Blank
Last Job	This is the job number the part was last included on a supplier invoice for.	N/A	System Generated
Stand/LastC	This is the value of the last Customs Amount	Optional	Blank
Group	This indicates the Product Group the part belongs to	Optional	Blank
Last Used	This is the date the Part number was last used	N/A	System Generated
Supplier Part No	This is the Supplier's Part Number	Mandatory	Blank

Field Name	Description	Validation	Default
Part Description	This is the description of the part. Use the to see a list of part descriptions previously used for the client and supplier. Selecting a row in this list will set the TLF for the Part to match the selected row.	Mandatory	Blank
Client Part No	This is the Client's Part Number. This prints on Landed Costing	Mandatory	Blank
	Tariff Information		
TLF	This is the TLF that you wish to associate with this part. All other fields in this section relate to the TLF. See the TLF Screen for further details on each field 'INVALID' will show next to the TLF field if the TLF is no longer valid or if the part is allocated to a TLF that no longer exists in the TLF Masterfile	Mandatory	Blank
Tariff	This is the Tariff the TLF is associated with	N/A	TLF Maintenance
UQ	This is the Unit of Quantity for the Tariff	N/A	TLF Maintenance
Concession	This is the concession code for the Tariff	N/A	TLF Maintenance
Description	This is the text description of the TLF	N/A	TLF Maintenance
Net Weight KGS	This is the net weight in Kilograms stored for the Part	Optional	Blank
Gross Weight KGS	This is the gross weight in Kilograms stored for the Part	Optional	Blank
Cost Uplift (%)	This is the Cost Uplift percentage associated with the Part. This will populate the Supplier Invoice and the Customs Entry line when the Part is used.	Numeric. Optional	Blank
Cubic Volume	This is the cubic volume stored for the Part	Optional	Blank
Package Type	This is the type of packing used for the Part	Optional	Blank
SKU Alt Cli Part	This is the alternative reference for the part the client may use	Optional	Blank

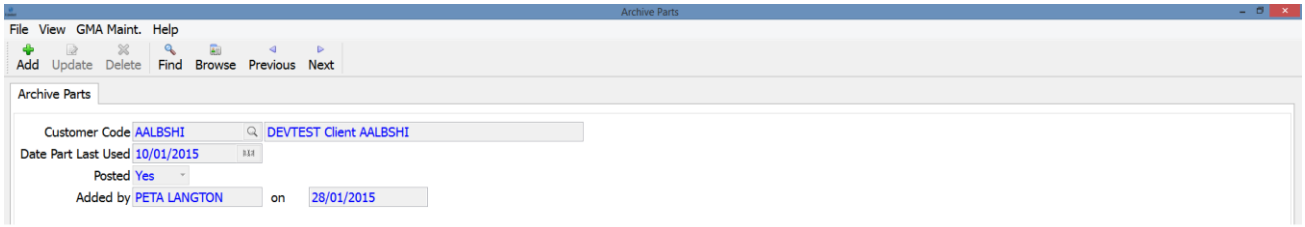
Field Name	Description	Validation	Default
Quantity Factor	This is the volume factor for the part and is used to automatically calculate the Customs Quantities in the Supplier Invoice when the Part is used, e.g. this may indicate the number of litres per bottle.	Optional	Blank
Duty Rates	These are the various duty rates advised by NX Customs for the tariff	N/A	NZ Customs
Code Information	This table shows details held against the Part. Select the Type and Code from the pull down lists in the columns. Enter additional information in the Data Required column dependant on the Type and Code selected.	Optional	Blank
Classified by	This is the user who classified this part	Optional	Blank
On	This is the date the part was classified	Optional	Blank
Approved By	This is the user who approved the classification of the part	Optional	Blank
On	This is the date the part was approved	N/A	Today

ARCHIVING PARTS

The following screens can be used to archive parts that have not been used for an extended period of time.

Once a record has been entered in the Archive Parts screen, a cron job is run daily to move the parts from the Parts Masterfile to the Archived Parts screen; this Archived Parts screen is a copy of the Parts Masterfile.

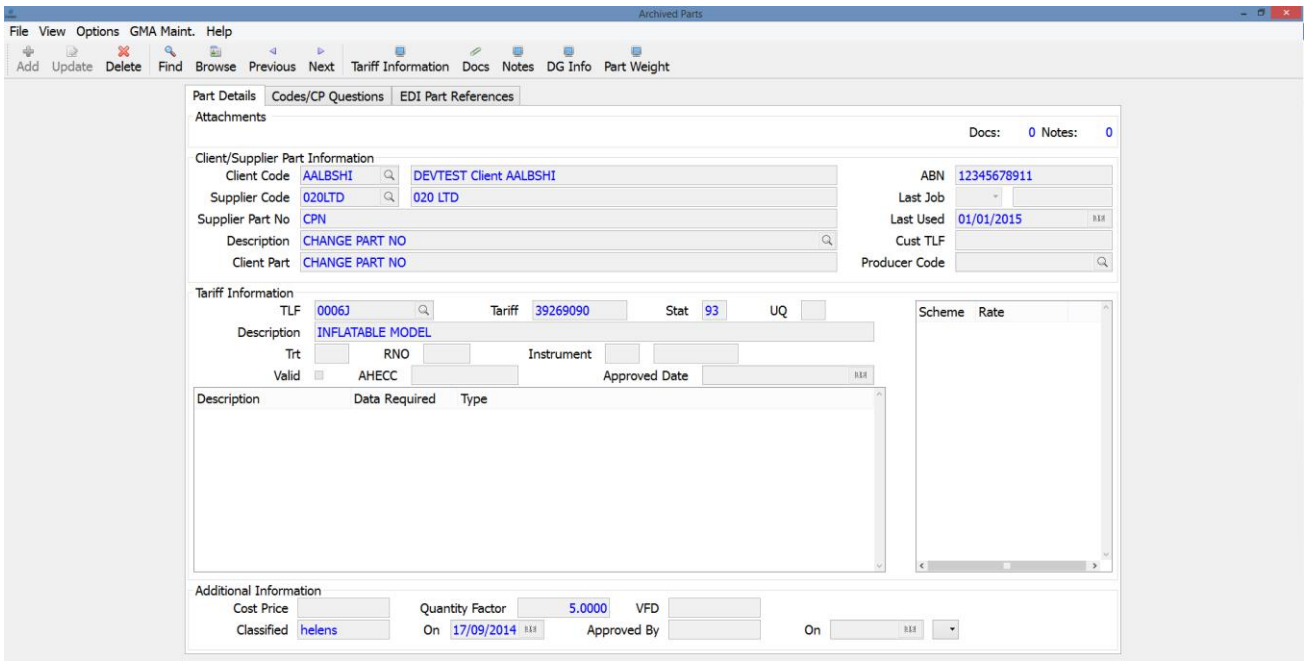
NOTE: If a part has been archived then it will not show in the Parts Zoom, however you can manually enter the archived part number in the Suppliers Invoice – it will then automatically be back in the Parts Masterfile. (This scenario does not apply to the Shippers Invoice)


Archive Parts
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next
Archive Parts
Customer Code AALBSHI DEVTEST Client AALBSHI
Date Part Last Used 10/01/2015
Posted Yes
Added by PETA LANGTON on 28/01/2015

Field Name	Description	Validation	Default
Customer Code	Enter in the Client Code that you want to archive the parts against. NOTE: This code is the Client Code in the Parts Masterfile.	Mandatory	

Field Name	Description	Validation	Default
Date Part Last Used	The date entered in this field, archives parts that have been 'Last Used' before this date. For Example; If 01/01/2015 has been entered – then it will retrieve any part that was 'Last Used' before this date. NOTE: If the 'Last Used' field in the Parts Masterfile is blank then it will also archive the parts.	Mandatory	
Posted	This indicates if the record has been posted. Once the cron job (ARCH_PARTS) has been run this indicator changes from NO to YES. Read Only field. NOTE: You are not able to amend the details once the record has been posted.	N/A	NO
Added By	This is the name of the user that added the record. Read Only field.	N/A	
Date	This is the date that the record was added. Read Only field.	N/A	

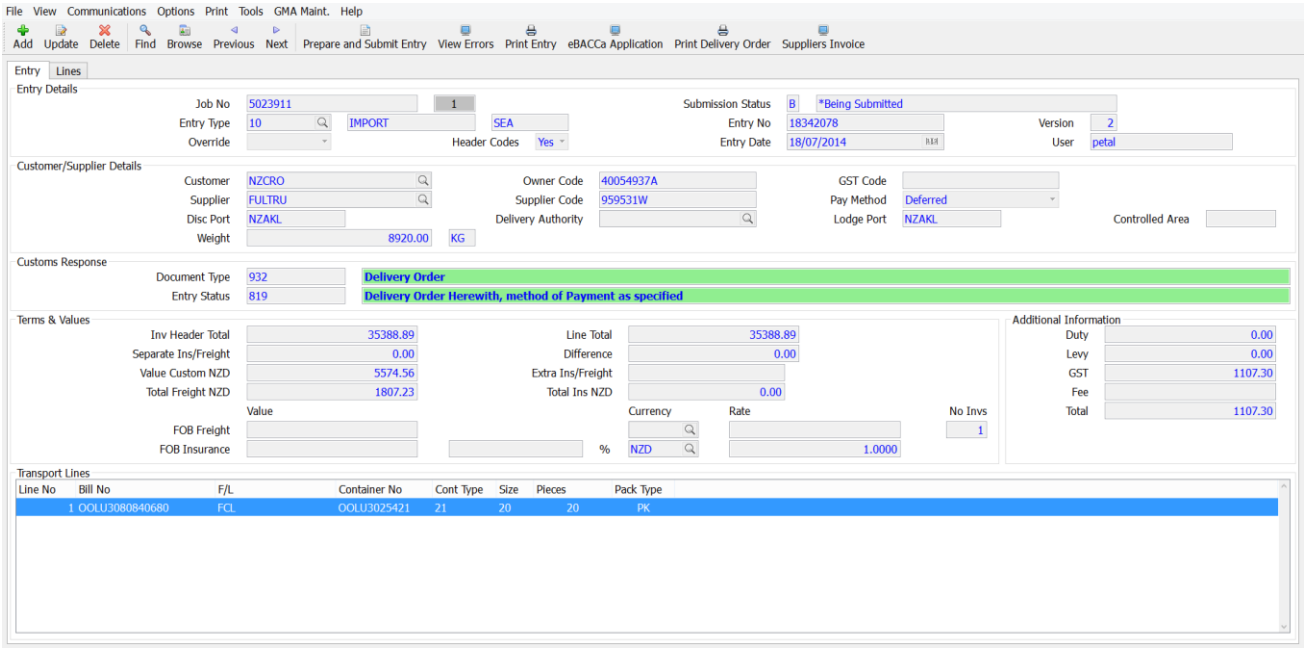
Once the part is archived, the details will then be shown in the Archived Parts screen.

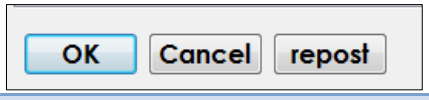
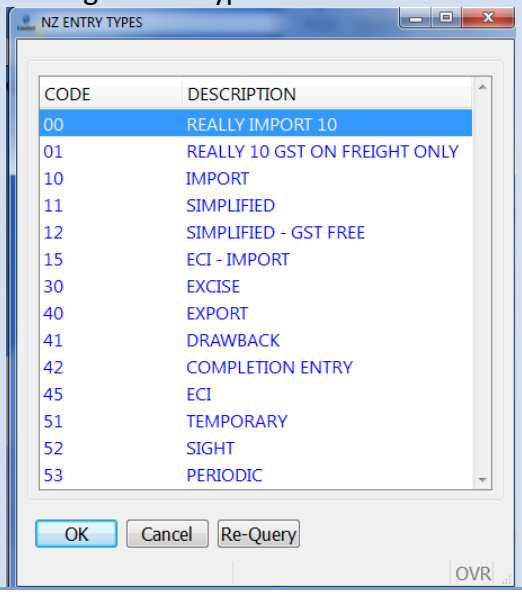

Archived Parts
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Tariff Information Docs Notes DG Info Part Weight
Part Details Codes/CP Questions EDI Part References
Attachments
Docs: 0 Notes: 0
Client/Supplier Part Information
Client Code AALBSHI DEVTEST Client AALBSHI
Supplier Code 020LTD 020 LTD
Supplier Part No CPN
Description CHANGE PART NO
Client Part CHANGE PART NO
ABN 12345678911
Last Job
Last Used 01/01/2015
Cust TLF
Producer Code
Tariff Information
TLF 0006J Tariff 39269090 Stat 93 UQ
Description INFLATABLE MODEL
Trt RNO Instrument
Valid AHECC Approved Date
Description Data Required Type
Scheme Rate
Additional Information
Cost Price Quantity Factor 5.0000 VFD
Classified helens On 17/09/2014 Approved By On

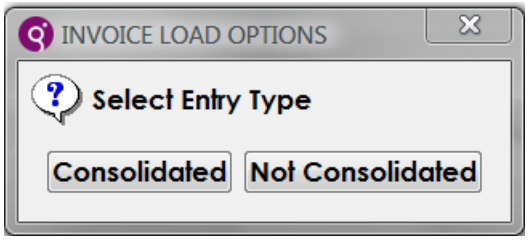
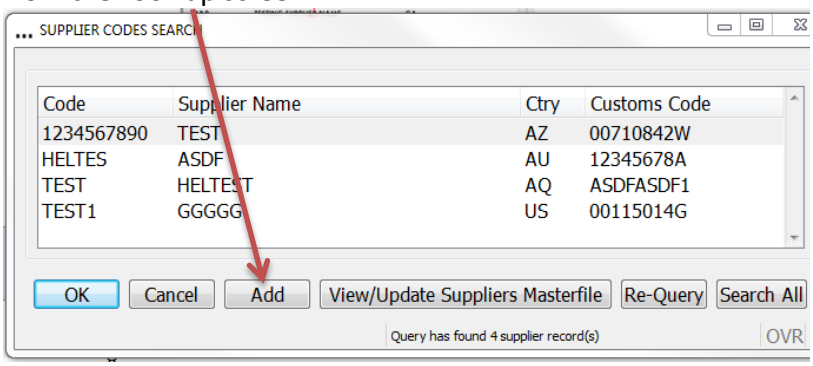
Creating Customs Entry

The Nature 10/20 can be created from the Job Registration Screen (via Nature 10/20 Button) or via Menu **Customs Clearance / Tariff Class – Nature 10/20.** This option is also available from the Option menu in the Job Registration screen. If the Customs Entry toolbar button is used from the Import Job Registration screen Expedient will check if an ECI Entry already exists for the Job.

CUSTOMS ENTRY HEADER TAB



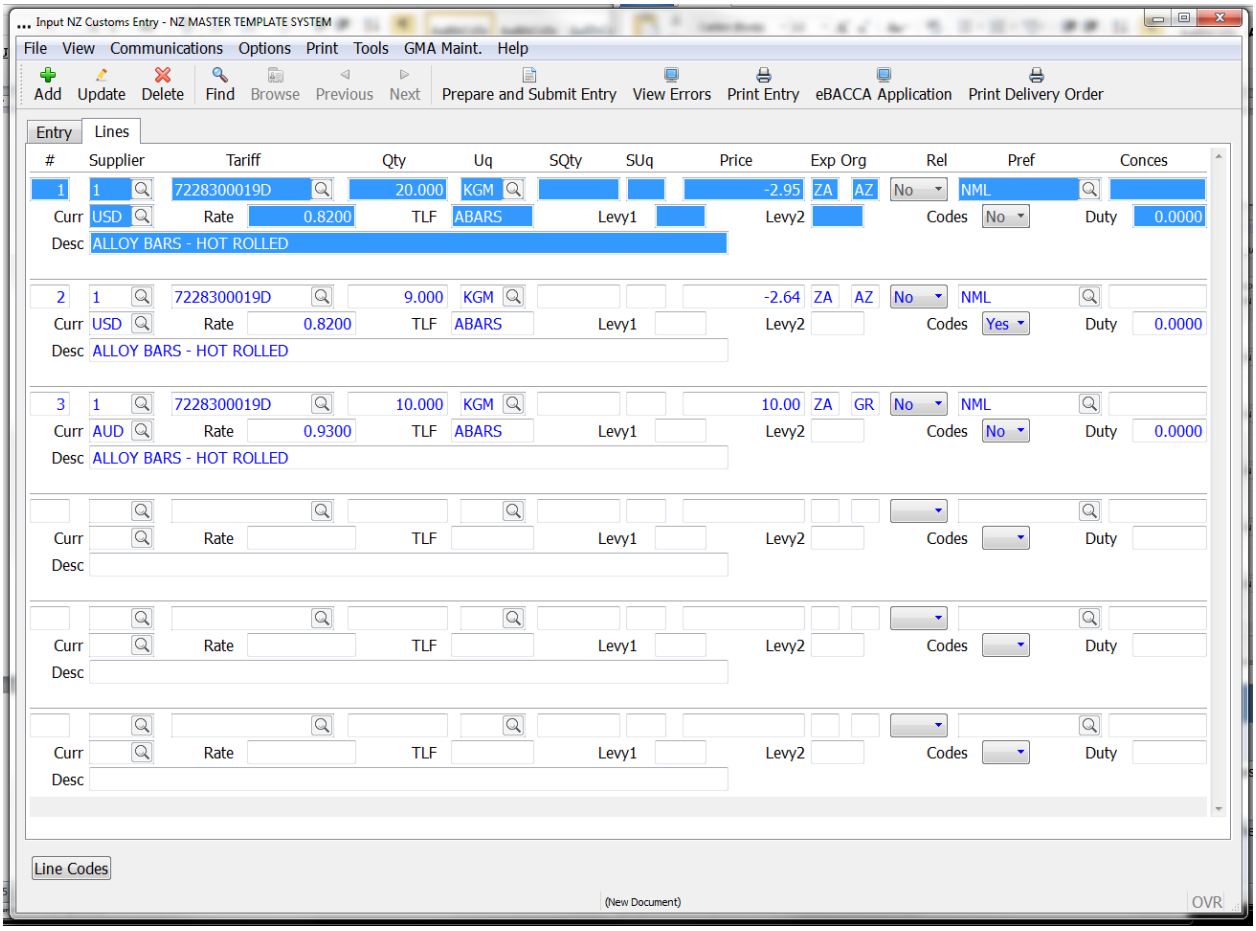
Field Name	Description	Validation	Default
	Entry Header		
Job No	This is the Job Number. This automatically populates if you have entered this screen via the Job Registration screen. If you have accessed this screen via the Customs Clearance / Tariff Class. Menu then you will need to enter a valid Job Number. Once you have input a job number, the system will then search for any Supplier Invoices that exist in **Menu – Customs Clearance – CMR Supplier Invoice** for that Job Number. If found then it will load **all** of the Invoices for that Job Number (even multiple supplier's). Please Note: All supplier(s) must have a valid CCID for the Entry Lines to be successfully loaded from The Supplier Invoice. If have added a Supplier Invoice whilst adding the Customs Entry, click on the Repost button. This will perform another search. See button: 	Mandatory	Job Registration
Entry Type	This is the Nature Type. This automatically sets a value based on the Job Number that is selected. You can also click on the to display the following Nature Types: 	Mandatory	Job Registration

Field Name	Description	Validation	Default
Entry Type	After the Nature Type has been selected. A Pop Up Message displays, see below:  **Consolidated:** Selecting this groups the like TLF's, Origin and Preference onto a single line on the Customs Entry **Non-Consolidated:** Selecting this keeps each line separated on the Customs Entry	Mandatory	Consolidated
Supplier Code	This is the ABN/CCID of the Customer that you have clearing the goods for **Please Note**: If the ABN/CCID is not recognised by Customs Australia then the Entry will not be able to be lodged from Expedient	Mandatory	Customer Masterfile
Supplier	This is the Supplier that is supplying the goods on the shipment that need to be cleared. You can click on the to display a list of Suppliers for that Customer. The Supplier's Masterfile is found in **Menu Administration – Supplier's Masterfile.** If this Supplier does not exist then you can add the Supplier from the Look up screen.  	Mandatory	Blank
Entry Date	This is the date the entry was Submitted	Mandatory	System Generated
Owner Code	This is the Customers Customs ID from the Customer Masterfile	Mandatory	Customer Masterfile
Supplier Code	This is the Supplier Code from the Supplier's Masterfile	Optional	Supplier Masterfile

Field Name	Description	Validation	Default
Delivery Authority	This is the Delivery Authority code. When you select the Zoom it displays a list of delivery codes.	Optional	Blank
Disc Port	This is the Discharge Port from the Job Registration screen. The port will be updated when the job registration screen is updated except where the Entry has Submission Status 'Being Submitted' or where the Entry screen is in Update mode for the Job. If the entry has been submitted, the status is changed as follows: ○ from Successful to Successful /Modified ○ from Queued to Not Submitted ○ from Awaiting Clearance to Awaiting - Modified.	N/A	From Job Registration
Weight	This is the weight from the Job Registration screen. The weight will be updated when the job registration screen is updated except where the Entry has Submission Status 'Being Submitted' or where the Entry screen is in Update mode for the Job. If the entry has been submitted, the status is changed as follows: ○ from Successful to Successful /Modified ○ from Queued to Not Submitted ○ from Awaiting Clearance to Awaiting - Modified.	N/A	From Job Registration
Header Codes	This defines whether the entry contains any permit authorities or Other Information Codes	Mandatory	Blank
Controlled Area	This is the customs controlled area code	Optional	Blank
Value Custom NZD	This the Invoice Total of the Goods	Optional	Blank
FOB Freight	This is the Value of the good Free on Board	Optional	Blank
FOB Insurance	This is the total amount of Marine Insurance. Enter a flat value or a percentage value.	Optional	Blank

CUSTOMS ENTRY LINES TAB

Below are the Lines of the Customs Entry Screen:


Input NZ Customs Entry - NZ MASTER TEMPLATE SYSTEM
File View Communications Options Print Tools GMA Maint. Help
Add Update Delete Find Browse Previous Next Prepare and Submit Entry View Errors Print Entry eBACCA Application Print Delivery Order
Entry Lines
Supplier Tariff Qty Uq SQty SUq Price Exp Org Rel Pref Conces
Curr Rate TLF Levy1 Levy2 Codes Duty
Desc
1 1 7228300019D 20.000 KGM -2.95 ZA AZ No NML
Curr USD Rate 0.8200 TLF ABARS Levy2 Codes No Duty 0.0000
Desc ALLOY BARS - HOT ROLLED
2 1 7228300019D 9.000 KGM -2.64 ZA AZ No NML
Curr USD Rate 0.8200 TLF ABARS Levy2 Codes Yes Duty 0.0000
Desc ALLOY BARS - HOT ROLLED
3 1 7228300019D 10.000 KGM 10.00 ZA GR No NML
Curr AUD Rate 0.9300 TLF ABARS Levy2 Codes No Duty 0.0000
Desc ALLOY BARS - HOT ROLLED
Line Codes
(New Document)
OVR

Field Name	Description	Validation	Default
	Entry Lines		
#	This indicates how the Customs Entry has been consolidated.	N/A	System Generated
Tariff	The eight-digit tariff classification applicable to the goods being entered	Mandatory	TLF Masterfile from Part
Qty	This is the Quantity of the Parts on the Supplier Invoice This value is used to Calculate the Levy payable if required by Customs.	Conditional	Supplier Invoice
Uq	This is the Unit Quantity of the Quantity for Customs purposes.	Conditional	Supplier Invoice
SQty	This is the Supplementary Quantity of the Parts on the Supplier Invoice. This Code is used to indicate that there are additional Levies required to be paid for the commodity.	Optional	Supplier Invoice

Field Name	Description	Validation	Default
SUq	This is the Supplementary Unit Quantity of the Supplementary Quantity for Customs purposes.	Conditional	Supplier Invoice
Price	This is the Price of the Parts on the Supplier Invoice	Optional	Supplier Invoice
TLF	This is TLF linked to the Supplier Invoice Part. This record is used to fill the Tariff Header detail for the line.	Conditional	TLF Masterfile from Part
Levy1	This is the First Levy Code for the Tariff line. This Code is used to indicate that there are additional Levies required to be paid for the commodity.	Optional	TLF Masterfile from Part
Levy2	Second Levy Code for the Tariff line. This Code is used to indicate that there are additional Levies required to be paid for the commodity.	Optional	TLF Masterfile from Part
Exp	This is the country of export	Optional	TLF Masterfile from Part
Org	This is the Country of Origin	Mandatory	Supplier's Masterfile
Rel	Relationship between the Client / Supplier	Mandatory	
Prf	This is the Preference indicator	Mandatory	Blank
Concession	Enter a concession if applicable	Optional	
Codes	This indicates that there are additional Codes applicable to the Tariff line. Set this to Yes if you require entering Authorities, Prohibited Good details, or Other Information codes for Customs.	Conditional	TLF Masterfile from Part

Customs Entry Submission Process

PREPARE ENTRY

This option prepares the Entry for submission to Customs and required to be run prior to the Customs Entry print process.

Items include:

- Validation that Mandatory fields are entered.
- Validation that the Date of Discharge is not more than 90 days before date of Lodgement
- Validation that the TLFs are valid
- Tariff Duties / Levies are calculated. *

- GST is calculated.
- Validation that the exchange rate is current for the date of submission or queuing of the entry. If the exchange rates are not valid the user will be prompted to update exchange rates for all invoices associated with the entry. If selected to update the user must then re-prepare the entry and submit.

Note: The Fee is not calculated at this time. The Fees paid/payable are calculated when the Customs Entry has returned from Customs. *

* The resulting total value is displayed in the Additional Information area of the Customs Entry screen.

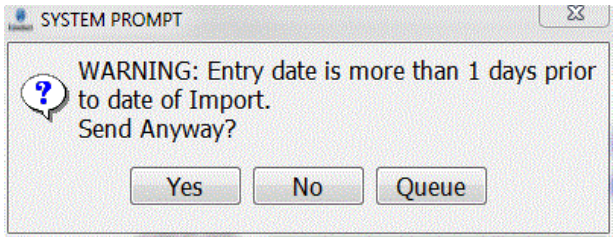
PREPARE AND SUBMIT ENTRY

This option lodges the Entry with Customs. This function also is prompted on successful preparation of the Entry.

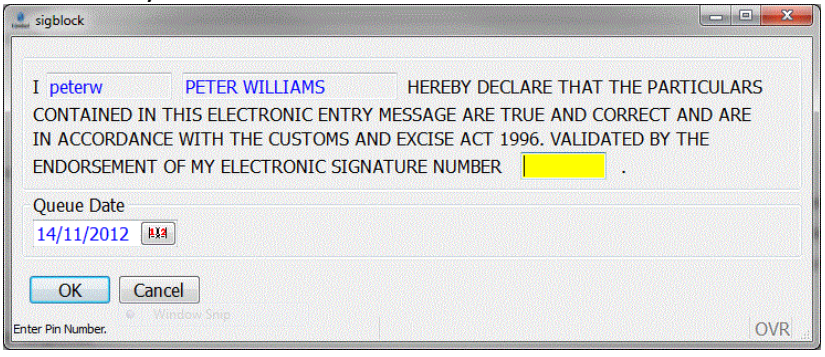
The Entry preparation process will activate in the event that the system determines the entry is not current. This is determined from the Submission status having the following values:

- N – Not Submitted;
- M- Successful – Modified or;
- W – Awaiting – Modified.

In the event the arrival date is too far in the future, as determined by Customs, this process will give the user the below options:



If the user selects "Queue", then the below screen will display, allowing for the user to choose what day to send the Customs Entry to Customs:


sigblock
I peterw
PETER WILLIAMS
HEREBY DECLARE THAT THE PARTICULARS CONTAINED IN THIS ELECTRONIC ENTRY MESSAGE ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE CUSTOMS AND EXCISE ACT 1996. VALIDATED BY THE ENDORSEMENT OF MY ELECTRONIC SIGNATURE NUMBER
.
Queue Date
14/11/2012
OK
Cancel
Enter Pin Number.
OVR

A message will appear displaying the queue date based on the earliest date Customs will accept the Entry. Users can then change the Queue Date if they wish.

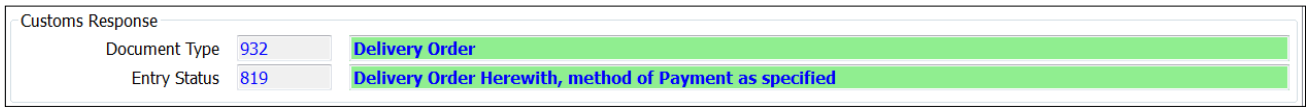
This system will display the date the Entry will be submitted to Customs in the Submission Status.

The Submission Status will display the Communication status to/from Customs.

Possible values are:

Code	Description
N	Not Submitted
B	*Being Submitted
F	FAILED
I	FAILED Replacement
S	Successful
M	Successful - Modified
P	Prepared
R	Re-Prepared
C	Cancelled
A	Awaiting Clearance
W	Awaiting - Modified
Q	Queued – {DD/MM/YYYY}

In addition to the Submission status there are two Customs Response Status return from Customs.



POSSIBLE ENTRY STATUSES

Code	Description	Colour Code
801	Entry rejected	RED
802	Entry routed to Inspections Evaluation - Please await requirements	YELLOW
803	Entry routed to Inspections Planner - Please Arrange Exam	YELLOW
804	Entry routed to Document Verification - Documents required as specified	YELLOW
805	Entry held, instructions as specified	RED
806	Permits require sighting - Documents required as specified	YELLOW
807	Trust Delivery already given, method of payment as specified	GREEN
809	Delivery Order sent to recipient, method of payment as specified	GREEN
810	Delivery Order sent to recipient, method of payment as specified - Please note warnings, correct if necessary	GREEN
814	Entry cancelled	GREY
815	Entry restored	YELLOW
816	Deposit may be uplifted, method of payment as specified	YELLOW
819	Delivery Order Herewith, method of Payment as specified	GREEN
822	Entry Cleared, cash to pay prior to delivery	GREEN
825	Delivery Order Herewith, method of payment as specified - Entry routed to Document Audit	GREEN
826	Entry cleared, cash to pay prior to delivery - Entry routed to Document Audit	GREEN
830	Adjustment accepted	GREEN
831	Entry adjusted by Customs, reasons as specified	YELLOW
832	Refund Approved, amount as specified	GREEN
833	Short payment due, amount and due date as specified	YELLOW
834	Import goods cleared, container can moved from Customs Controlled Area	GREEN

835	Delivery Order Herewith, method of payment as specified - Please note warnings, correct if necessary	GREEN
836	Entry cleared, cash to pay prior to delivery - Please note warnings, correct if necessary	GREEN
837	Adjustment has placed entry in error state	RED
838	Delivery Order sent to recipient, method of payment as specified - Entry routed to Document Audit	GREEN
839	Entry routed for Audit - Please provide documents as specified	YELLOW
840	Entry Rejected, reasons as specified	RED
845	Transaction Accepted	GREEN
846	Export goods cleared, container can moved from Customs Controlled Area	GREEN
454	Credit Advice(i.e. Refund)	YELLOW
456	Debit Advice(i.e. Short Payment)	RED
830	Export Entry	
914	Excise Entry	
929	Import Entry	
932	Delivery Order	GREEN
935	Customs Invoice	
940	Delivery on Payment	GREEN
962	Inspections/Audit Requirements	RED
963	Error Report	RED
964	Packaging Details	YELLOW
965	Confirmation of Adjustment	YELLOW

Please note Entry Status 815 – Entry Restored is ignored by Expedient if the preceding Entry Status was 819 – Delivery Order.

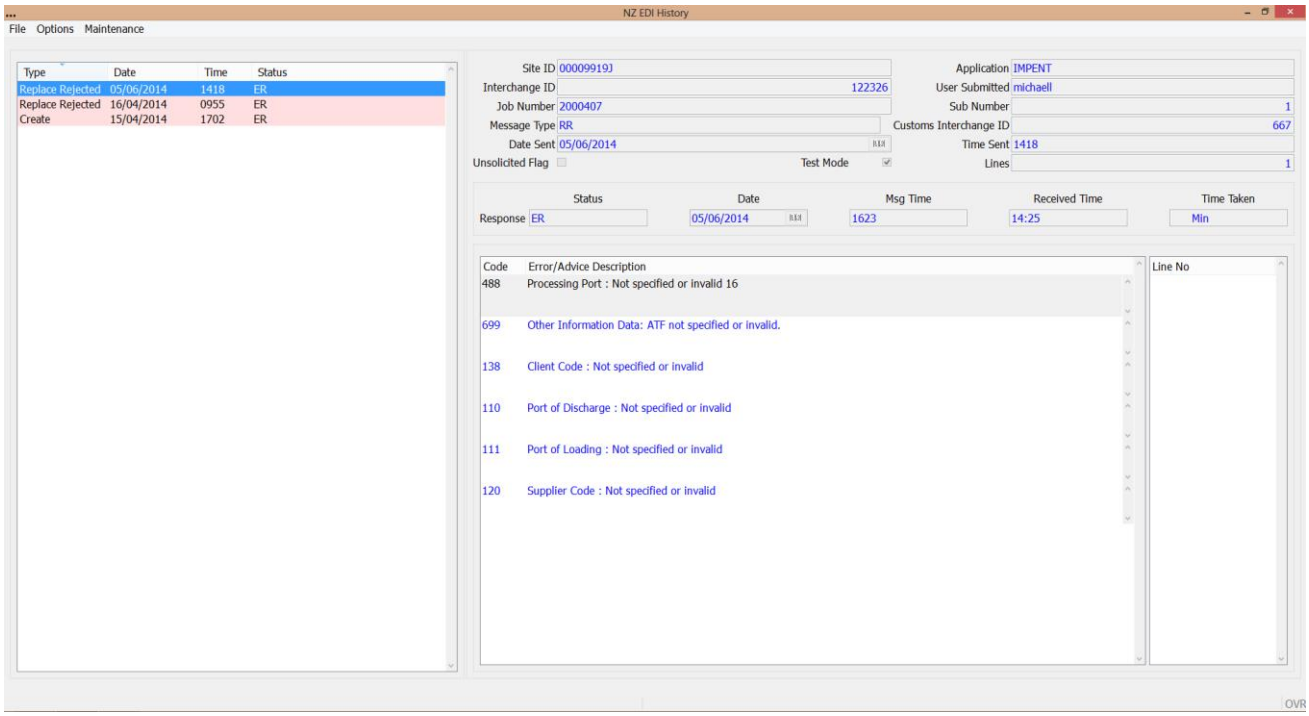
WITHDRAW/CANCEL ENTRY

This option will send the Cancellation message to Customs. Please note the Customs Entry cannot be deleted in Expedient if the Submission Status is Successful. If the entry has been successfully submitted the entry must be Withdrawn if changes need to be made to the entry.

VIEW EDI HISTORY

This is a history of the files submitted and received from Customs. This also allows you to view the Errors for all Submissions and view the raw message.

Please see below screenshot for your reference.

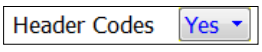

NZ EDI History
File Options Maintenance
Type Date Time Status
Replace Rejected 05/06/2014 1418 ER
Replace Rejected 16/04/2014 0955 ER
Create 15/04/2014 1702 ER
Site ID 00009919J
Application IMPENT
Interchange ID 122326
User Submitted michaell
Job Number 2000407
Sub Number 1
Message Type RR
Customs Interchange ID 667
Date Sent 05/06/2014
Time Sent 1418
Unsolicited Flag
Test Mode
Lines 1
Status Date Msg Time Received Time Time Taken
Response ER 05/06/2014 1623 14:25 Min
Code Error/Advice Description
488 Processing Port : Not specified or invalid 16
699 Other Information Data: ATF not specified or invalid.
138 Client Code : Not specified or invalid
110 Port of Discharge : Not specified or invalid
111 Port of Loading : Not specified or invalid
120 Supplier Code : Not specified or invalid
Line No
OVR

SET OVERRIDE

This allows users override a Customs entry. The purpose of this function is to Force a Successful return status. This function only prevents the Failure of the entry in the event of a known calculation issue or other known missing item.
This override does not force the Customs system into generating a Delivery Order and will cause the Entry to route to the Customs Audit department for further investigation.

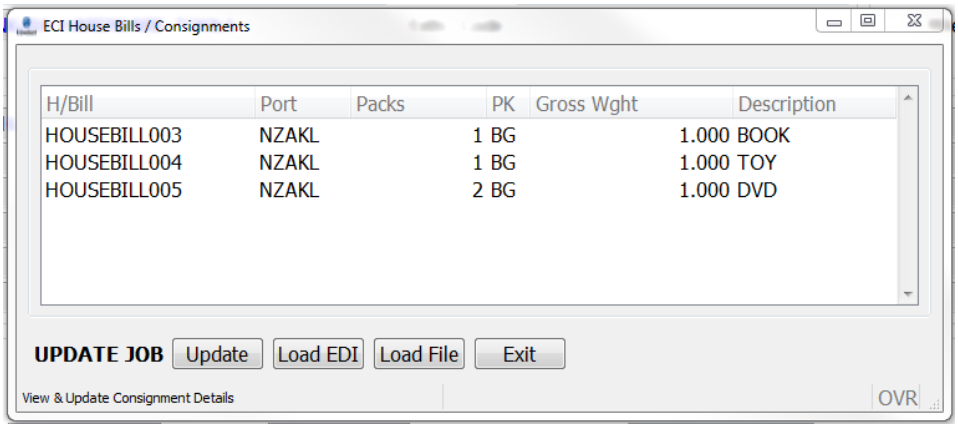
HEADER CODES

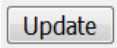
This allows users to enter Authority or Other Information Item codes at the Customs Header level. The system will display the existence of this entered data by setting the Header Codes value to Yes.

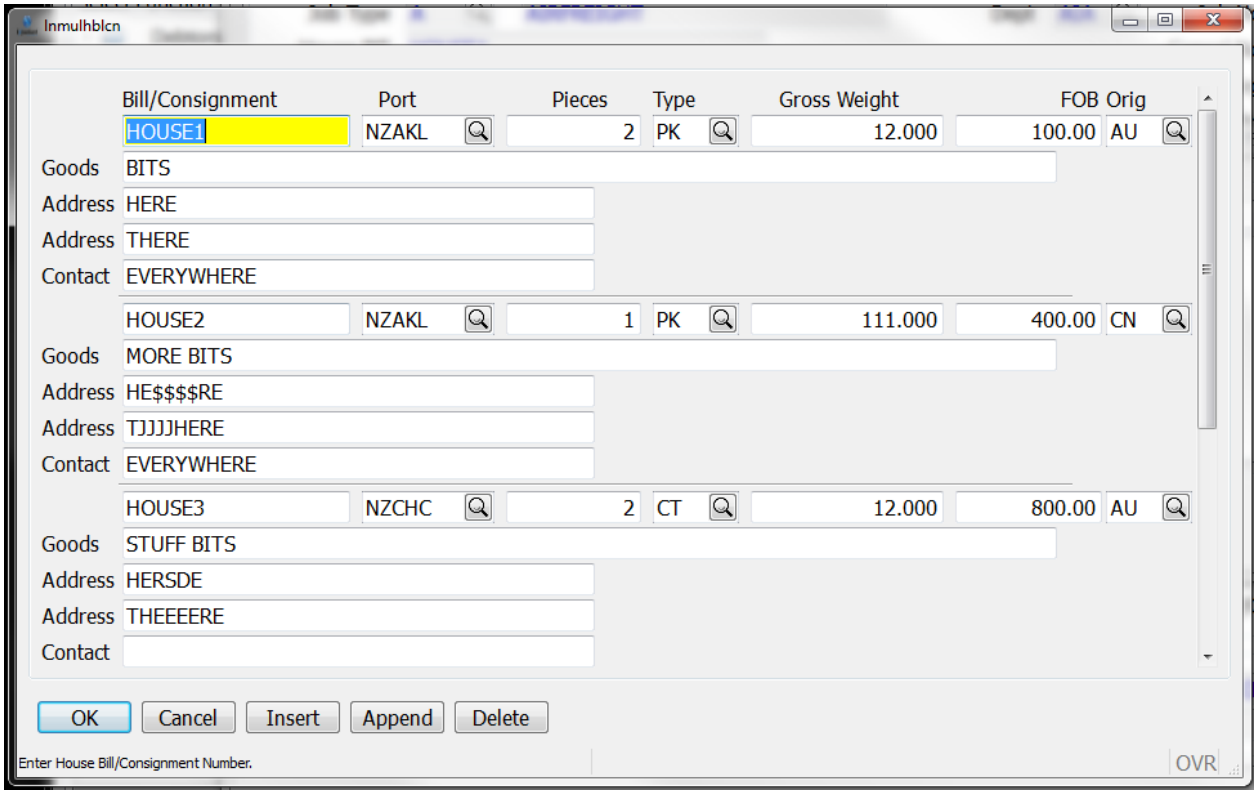


ECI CONSIGNMENTS

This option provides a screen to enter the ECI Consignees of low value shipments. Use the Options menu in the Customs Job Registration screen.



The screen lists the details previously entered. Use the  button to access the screen below and amend the information.



Load EDI This option within the ECI Consignments screen checks if any files have been received from your client for the job that contains ECI Consignment information. The received files are listed. Double click on the required file to upload the data.

Load File This option within the ECI Consignment screen provides a browse of the users' computer so that CSV files received by email can be uploaded into Expedient.

Please note the file must be a CSV and must contain the following information in the order below to allow update.

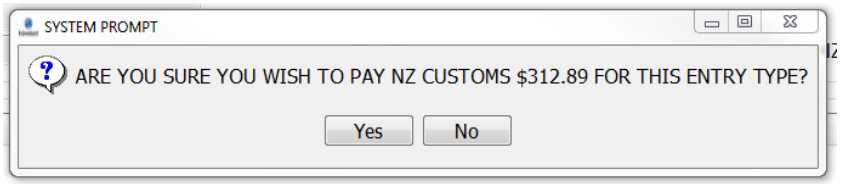
1. House Bill / Consignment Number
2. Port
3. Country
4. Number Pieces
5. Pack Type
6. Goods Description
7. Gross Weight
8. FOB Value
9. Address 1
10. Address 2
11. Contact

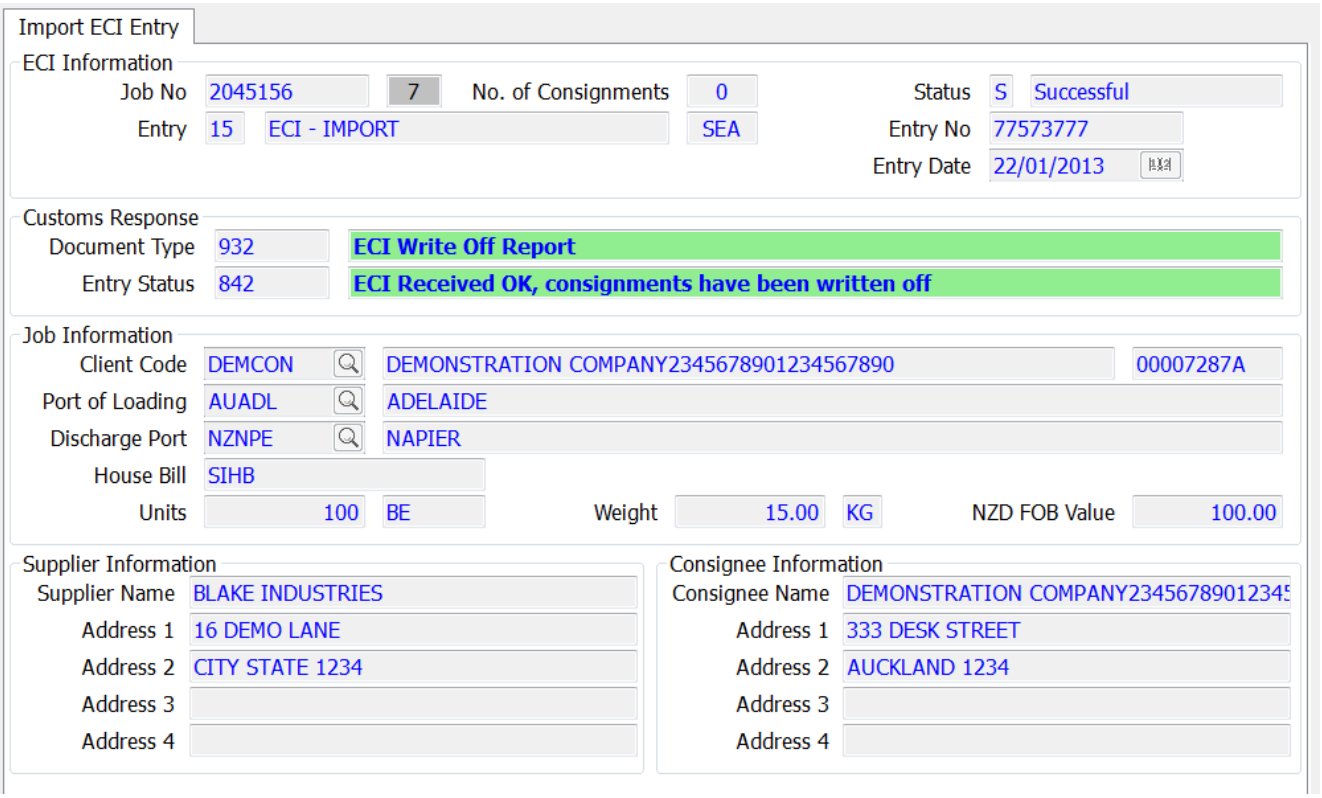
ECI ENTRY

Summary details of single or multiple exempt-entry consignments can be sent to NZ Customs. This option is available from the Import Job Registration screen. Expedient will check if a Customs Entry already exists for the Job.

If there are no consignments for the job information for the ECI entry will be populated from the Job.

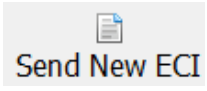
On adding a new ECI Entry for Sea Import Jobs Expedient can alert the User to the NZ Customs charge





Field Name	Description	Validation	Default
Job No	This is the Job Number. This will automatically populate from Job Registration	N/A	From Job Registration
No. of Consignments`	This is the number of consignments attached to the job	N/A	From Job
Status	This is the current status of the ECI Entry	N/A	System Generated
Entry	This indicates the type of entry	N/A	System Generated
Entry No	This is the Entry Number advised by NZ Customs	N/A	From NZ Customs
Entry Date	This is the date of the entry	Optional	Today
Document Type	This is the most recent response from NZ Customs	N/A	From NZ Customs
Entry Status	This is the current status of the entry	N/A	From NZ Customs

Field Name	Description	Validation	Default
Client Code	This is the code and the Customer name from Job Registration	Mandatory	From Job Registration
Port of Loading	This is the port of Loading/Origin populated from Job Registration	Mandatory	From Job Registration
Discharge Port	This is the first port of entry into New Zealand populated from Job Registration	Mandatory	From Job Registration
House Bill	This is the house bill reference	Mandatory	From Job Registration
Units	This is the number of Units followed by the unit of measurement. Visible if there are no consignment details.	Mandatory	From Job Registration
Weight	This is the weight followed by the unit of measurement. Visible if there are no consignment details.	Mandatory	From Job Registration
NZD FOB Value	This is the Declared Value for Customs. Visible if there are no consignment details.	Mandatory	From Job Registration
Supplier Information	This is the name and address for the Supplier. This will be populated from Import Job Registration.	Mandatory	From Job Registration
Consignee Information	This is the name and address for the Consignee. This is visible and will be populated from Import Job Registration if there are no ECI Consignment details	Conditional on ECI Consignment Details	Conditional on ECI Consignment Details

Use button 

to submit an ECI entry to NZ Customs. The system will check all mandatory information has been provided in the ECI Entry screen and from the Job Registration screen before submitting the entry. A list of errors will be provided where information is missing.

Use the Communications menu in the ECI Entry screen to track submitted entries and to see detailed information on errors received back from NZ Customs. Different option s for sending new ECI entries, resending, updating entries or withdrawing ECI entries will be available depending on the current status of the entry with NZ Customs.

EBACCA APPLICATION

This will option will present the user with the MPI/eBACCa entry screen. This option is not available where the job type is Parcel Post.

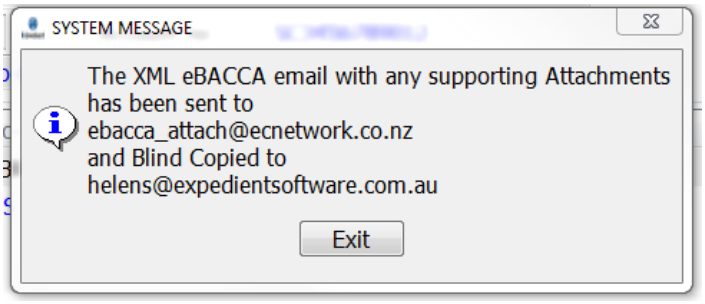
The MPI account number will be populated from the Customer if a MPI number has been provided in the Customer Masterfile, otherwise the Branch MPI account number will be inserted from the Branch Masterfile if this has been entered.

MPI INFORMATION

This will option will present the user with the MPI Information entry screen. The MPI account number will be populated from the Customer if a MPI number has been provided in the Customer Masterfile, otherwise the Branch MPI account number will be inserted from the Branch Masterfile if this has been entered.

To send the eBACCA application with attached documents take the following steps:

1. Register your Customs CASPER code with ECN (B2B) and provide them with a return email address. Contact Expedient Software to confirm the correct return email address for eBACCA responses from MPI.
2. On completion of the MPI Information screen use Option 'Send MPI file to yourself'. This option will open the Print Menu and show the User email address in blind copy. Attach any accompanying documents in this screen to the eBACCA email. Expedient will send an XML file to the eBACCA address along with any attachments and send a copy to the User. Expedient will show the following message.



3. MPI will receive your application. Their response will be shown within Expedient and an email alert will be send to the original eBACCA submitter advising the status of the application.

EVENTS

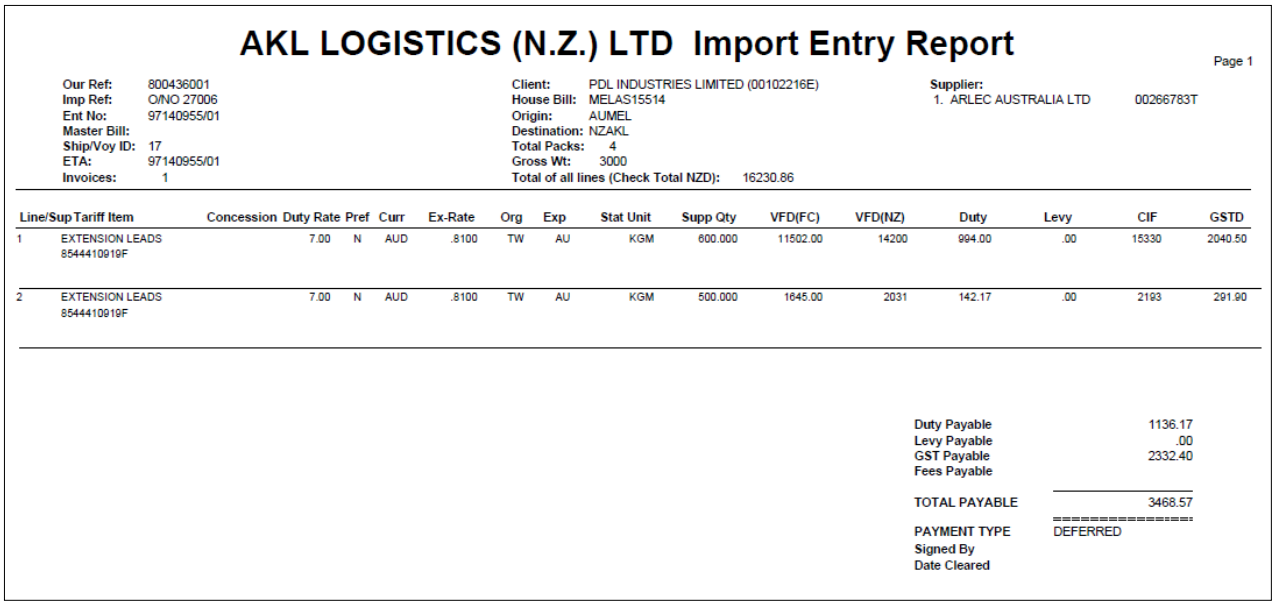
This will option provides a list of the events against the job. This is the same window of Events accessed from the Job Registration screen.

COMMENTS

This allows the user to supply a small comment for Customs in the entry. This screen is automatically presented to the user when the Entry is being Overridden or Withdrawn.

PRINT ENTRY

This option allows users to print the Customs Entry. This Entry print can be printed prior to sending to Customs to allow the user to validate.



AKL LOGISTICS (N.Z.) LTD Import Entry Report

Page 1

Our Ref: 800436001
Imp Ref: O/NO 27006
Ent No: 97140955/01
Master Bill:
Ship/Voy ID: 17
ETA: 97140955/01
Invoices: 1

Client: PDL INDUSTRIES LIMITED (00102216E)
House Bill: MELAS15514
Origin: AUMEL
Destination: NZAKL
Total Packs: 4
Gross Wt: 3000
Total of all lines (Check Total NZD): 16230.86

Supplier:
1. ARLEC AUSTRALIA LTD 00266783T

Line/Sup	Tariff Item	Concession	Duty Rate	Pref	Curr	Ex-Rate	Org	Exp	Stat Unit	Supp Qty	VFD(FC)	VFD(NZ)	Duty	Levy	CIF	GSTD
1	EXTENSION LEADS 8544410919F		7.00	N	AUD	.8100	TW	AU	KGM	600.000	11502.00	14200	994.00	.00	15330	2040.50
2	EXTENSION LEADS 8544410919F		7.00	N	AUD	.8100	TW	AU	KGM	500.000	1645.00	2031	142.17	.00	2193	291.90

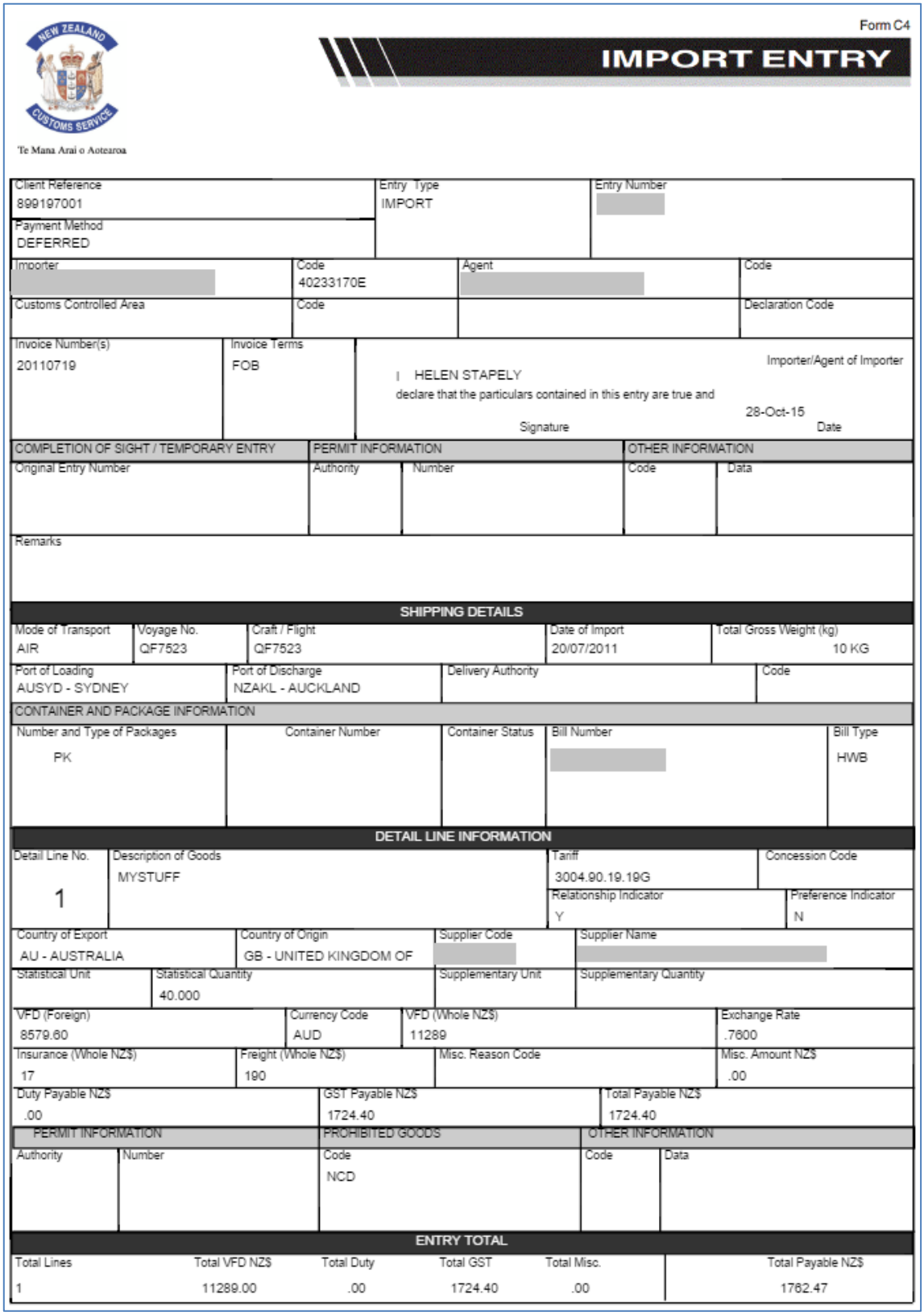
Duty Payable 1136.17
Levy Payable .00
GST Payable 2332.40
Fees Payable

TOTAL PAYABLE 3468.57

PAYMENT TYPE DEFERRED
Signed By
Date Cleared

PRINT C4 FORM

This option allows users to print the NZ Customs format C4 Form for the Entry.



Form C4

Te Mana Arai o Aotearoa

IMPORT ENTRY

Client Reference: 899197001	Entry Type: IMPORT	Entry Number:
Payment Method: DEFERRED		

Importer:	Code: 40233170E	Agent:	Code:
Customs Controlled Area:	Code:		Declaration Code:

Invoice Number(s): 20110719	Invoice Terms: FOB	Importer/Agent of Importer: I HELEN STAPELY declare that the particulars contained in this entry are true and Signature Date: 28-Oct-15

COMPLETION OF SIGHT / TEMPORARY ENTRY	PERMIT INFORMATION		OTHER INFORMATION	
Original Entry Number	Authority	Number	Code	Data

Remarks

SHIPPING DETAILS

Mode of Transport	Voyage No.	Craft / Flight	Date of Import	Total Gross Weight (kg)
AIR	QF7523	QF7523	20/07/2011	10 KG

Port of Loading	Port of Discharge	Delivery Authority	Code
AUSYD - SYDNEY	NZAKL - AUCKLAND		

CONTAINER AND PACKAGE INFORMATION

Number and Type of Packages	Container Number	Container Status	Bill Number	Bill Type
PK				HWB

DETAIL LINE INFORMATION

Detail Line No.	Description of Goods	Tariff	Concession Code
1	MYSTUFF	3004.90.19.19G	
		Relationship Indicator: Y	Preference Indicator: N

Country of Export	Country of Origin	Supplier Code	Supplier Name
AU - AUSTRALIA	GB - UNITED KINGDOM OF		

Statistical Unit	Statistical Quantity	Supplementary Unit	Supplementary Quantity
	40.000		

VFD (Foreign)	Currency Code	VFD (Whole NZ$)	Exchange Rate
8579.60	AUD	11289	.7600

Insurance (Whole NZ$)	Freight (Whole NZ$)	Misc. Reason Code	Misc. Amount NZ$
17	190		.00

Duty Payable NZ$	GST Payable NZ$	Total Payable NZ$
.00	1724.40	1724.40

PERMIT INFORMATION		PROHIBITED GOODS	OTHER INFORMATION	
Authority	Number	Code	Code	Data
		NCD		

ENTRY TOTAL

Total Lines	Total VFD NZ$	Total Duty	Total GST	Total Misc.	Total Payable NZ$
1	11289.00	.00	1724.40	.00	1762.47

PRINT DELIVERY ORDER

This option allows users to print the Customs Delivery Order. This option is only available to the user when the Entry show a Document Type of 932 – Delivery Order and the Entry has a Submission Status of "S" – Successful.

AKL LOGISTICS (N.Z.) LTD
NZ CUSTOMS DELIVERY ORDER

IMPORTER:
PDL INDUSTRIES LIMITED

BROKER:
AKL LOGISTICS (N.Z.) LTD

ENTRY NUMBER:
97140955/01

DECLARENTS REFERENCE NUMBER:
800436001

DATE OF IMPORT
03/07/1999

TOTAL GROSS WEIGHT:
3000

IMPORT VESSEL/FLIGHT NO./P.POST:
COLUMBUS FLORIDA

VOYAGE NUMBER:
17

PORT OF LOADING
MELBOURNE

PORT OF DISCHARGE
AUCKLAND

SHIPPING DETAILS

BILL OF LADING AIRWAY / P.POST	CONTAINER NUMBERS	CONTAINER STATUS	PACKAGE NUMBER	KIND
MELAS15514	**KNLU5087880**			**POT**

CUSTOMS INSTRUCTIONS - DELIVER

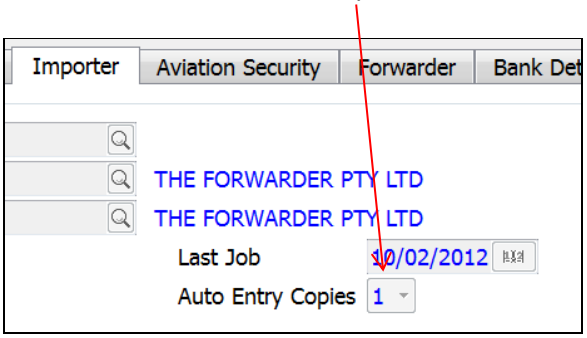
4 LOOSE PACKAGE(S) OR ITEM(S)

AUTO PRINT DECLARATION

When the Customs Entry Number from Customs is received by Expedient, the system can automatically print the Entry to your local Branch Printer. This printer must be set up in the Branch Masterfile.

The number of Prints is defined by:

1. The Customer Masterfile / Importer Tab



AUTO EMAIL DECLARATION/DELIVERY ORDER

When the Customs Entry Number from Customs is received by Expedient, the system can automatically email the Client.

The documents will be automatically forwarded to the client provided;

1. Your site has been set up by Expedient Software with the automatic email function and,
2. The document flags have been set for the client in the Customer Masterfile and,
3. There is at least one Personnel contact at the Client set to receive the appropriate Document Distribution Group.

Refer to the Administration User Manual for guidance on setting up the Importer Tab in the Customer Masterfile for the Client and the Personnel contacts to receive the emails.

AUTOFORWARD DOCUMENTS

When the Customs Entry Number from Customs is received by Expedient, or when the Delivery Order arrives, the system can automatically forward the document to an external system. Please refer to the Administration User Manual for further information.

PRINT COMMS REPORT

This option allows users to print the Customs Communications report. This report shows all the Communication transactions from Customs.

```
11/07/12                        Customs Responses
11:39:50
                             AKL LOGISTICS (N.Z.) LTD                        Page: 1
--------------------------------------------------------------------------------
PDL INDUSTRIES LIMITED
Entry No:      97140955          Job No:     800436 001
Entry Status:       819          Document Type:     932
    Customs Delivery Order Given:
    Response is -   Delivery Order Herewith, method of payment as specified
         4 LOOSE PACKAGE(S) OR ITEM(S)
Method Of Payment   Client Deferred Account
```

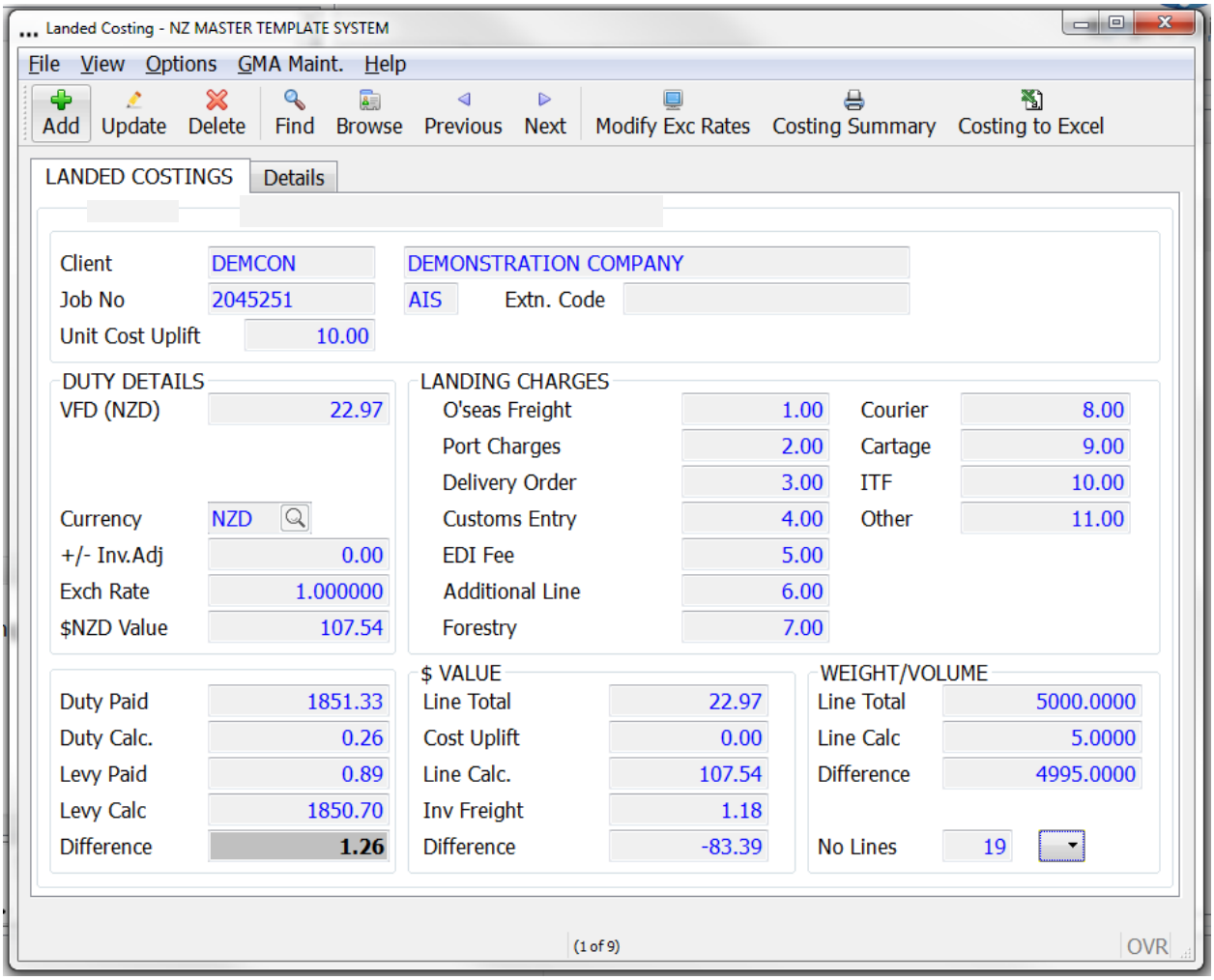
Creating a Landed Costing

After you have created a Supplier Invoice and job (and preferably prepared charges) users can create and print a Landed Costing. Users have the option of creating a Multiple Currency/Supplier Landed Costing or a Single Supplier/Currency Landed Costing.

This can be performed in the Options – More Options – Landed Costing in the Job Registration Screen, or from the Customs Clearance Main Menu, Landed Costing folder, Landed Costing or Legacy Single Supplier Costing, Single Suppliers/Currencies

By clicking the

button or typing A will place the cursor in the input screen in Add Mode. See below:



Field Name	Description	Validation	Default
Client	This is the Client Code and Name. This is a no entry and is for display purposes only	N/A	From Job Registration

Field Name	Description	Validation	Default
Job No	This is the Job Number. This will automatically populate if you can entered this screen via the Job Registration. This field is followed by the Department Code for the Job	Mandatory	From Job Registration or Blank if from Menu
Extn Code	This field will appear if your site using External Codes. This field will show the External Code for the Client	N/A	From Job Registration
Unit Cost Uplift	This is the Unit Cost Uplift percentage to be applied to the Landed Costing	Optional	Blank
VFD	This is the Value for Duty	Optional	From the Customs Entry
Currency	This is the Currency on the Supplier Invoice	Optional	From the Supplier Invoice
+/- Inv. Adj	This is the percentage invoice adjustment	Optional	Blank
Exch Rate	This is the Exchange Rate at the time of the Supplier Invoice	Optional	From the Supplier Invoice
$NZD Value	This is the New Zealand Dollar Value	Optional	From the Supplier Invoice
Duty Paid	This is the amount of Duty Paid on the Customs Entry	Optional	From the Customs Entry
Duty Calc	This is the amount of Duty Calculated on the Customs Entry	Optional	From the Customs Entry
Levy Paid	This is the amount of Levy Paid for the Landed Costing. This value can be updated.	Optional	From the Customs Entry
Levy Calc	This the value of the Levy from the Customs Entry	N/A	From the Customs Entry
Difference	Duty Calc minus Duty Paid	N/A	System Generated

Field Name	Description	Validation	Default
Landing Charges	Enter the Landing Charges as you wish them to appear on the Landed Costing. Charges Include: • O'seas Freight • Port Chgs/IDF • Delivery Order • Customs Entry • EDI Fee • Additional Line • Forestry • Courier • Cartage • ITF • Other	Optional	Blank
Invoice Value Line Total	This is the total of all of the line items on the Supplier Invoice, as entered by users	N/A	From Supplier Invoice
Invoice Value Cost Uplift	This is the calculation of all of the Cost Uplift values on the Supplier Invoice as calculated by the system.	N/A	From Supplier Invoice
Invoice Value Line Calc	This is the calculation of all of the line items on the Supplier Invoice as calculated by the system.	N/A	From Supplier Invoice
Invoice Value Inv Freight	This is the total of all the Invoice Freight values from the Supplier Invoice lines as calculated by the system	N/A	From Supplier Invoice
Invoice Value Difference	Line Total minus Line Calc	N/A	System Generated
Weight/Volume Line Total	This is the total of all of the weight items on the Supplier Invoice, as entered by users	N/A	From Supplier Invoice
Weight/Volume Line Calc	This is the total of all of the weight items on the Supplier Invoice, as calculated by the system	N/A	From Supplier Invoice
Difference	Weight Line Total minus Weight Line Calc	N/A	From Supplier Invoice

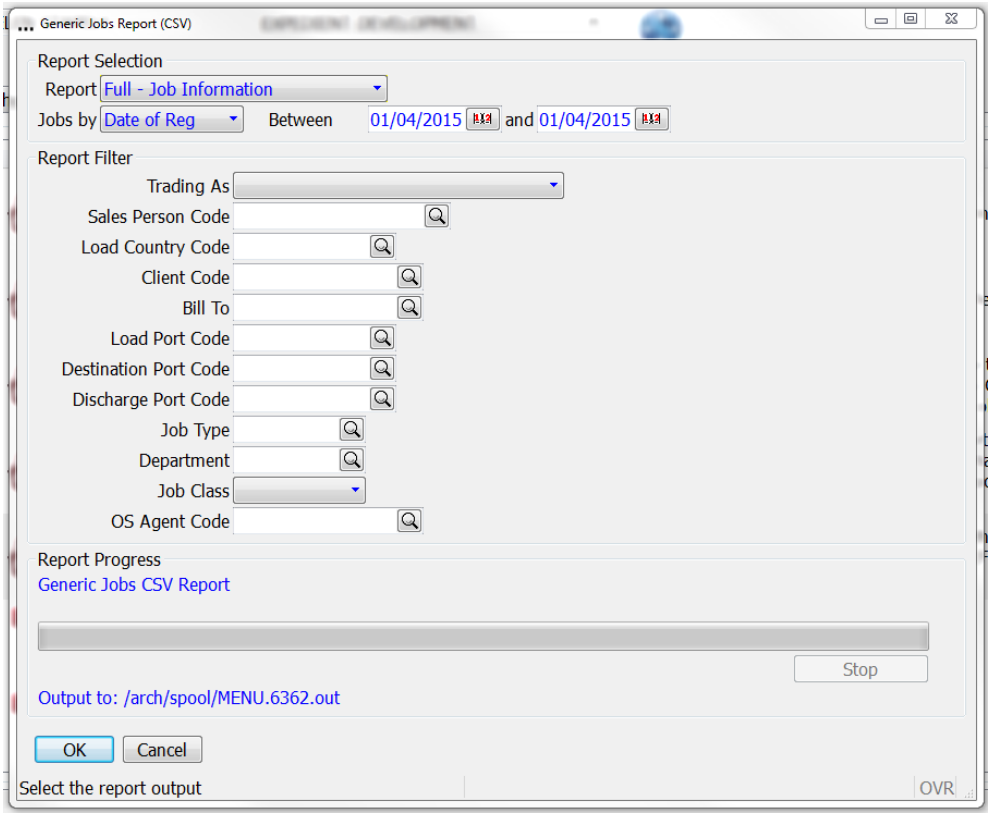
Field Name	Description	Validation	Default
No Lines	This is the number of Supplier Invoice Lines	N/A	From Supplier Invoice

Jobs Reports

GENERIC JOBS CSV

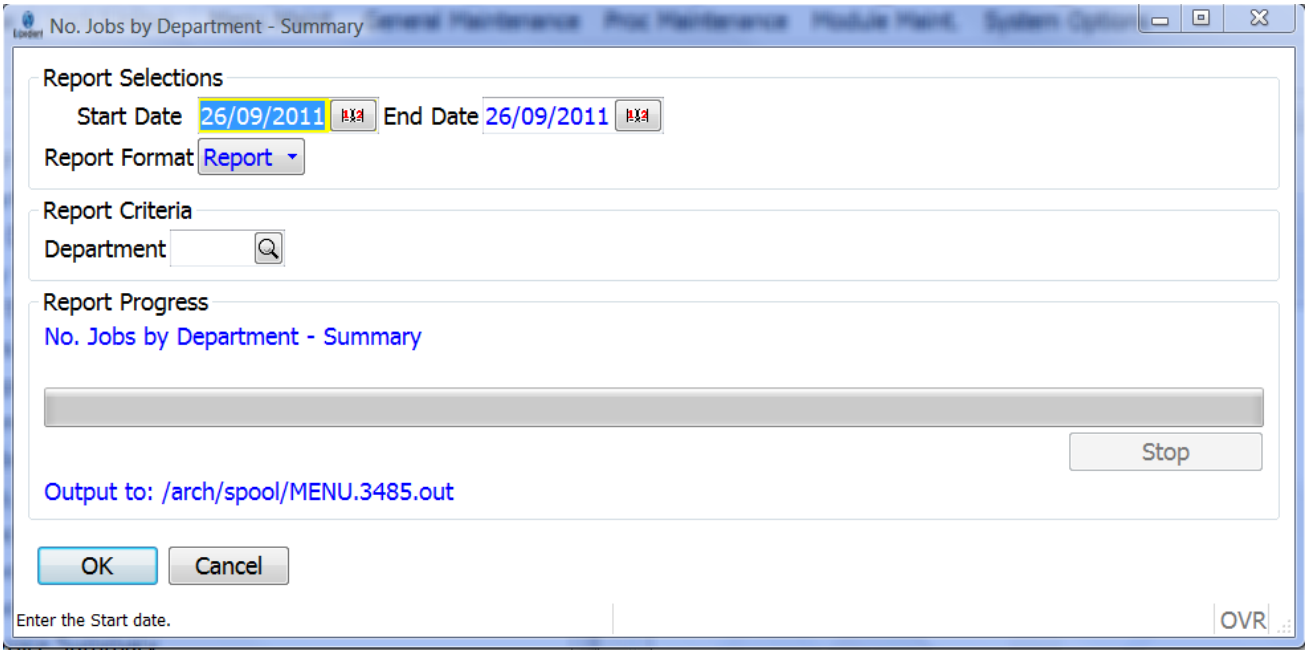
This report allows users to output job level data into a spreadsheet. This report consists of over 40 fields.

If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each job. The profit includes both Customs and Forwarding related accounts.



NO. JOBS BY DEPT

This report displays the number of jobs registered and the number of entries between a certain date period based on department. This report can output in either PDF or CSV.



Report for Jobs Registered From 18/02/2012 To 18/02/2013

	No. of Jobs	No. of Entries
Type of Job AES	1	
Type of Job AIA	76	16
Type of Job AIM	1	1
Type of Job AIS	81	32
Total	159	49

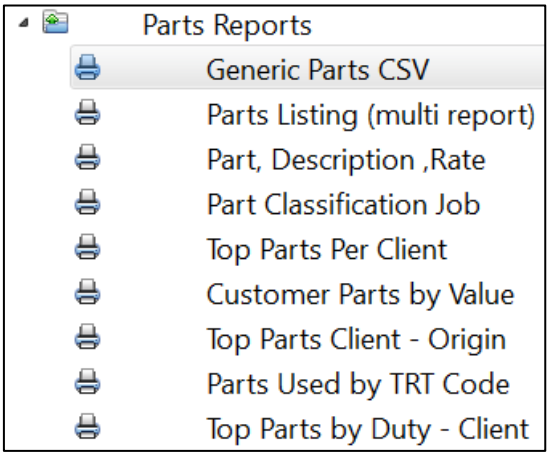
INVOICE IN LINE ORDER

This report is available as a PDF or CSV output and can be run from the Job Report folder or from the Options menu in the Supplier Invoice screen.

The report provides a listing of all the lines on the invoice including Part, Description, Quantity, Unit Cost, Amount, TLF, Tariff and Duty Rate.

Parts Reports

This below menu displays the different Parts Reports:



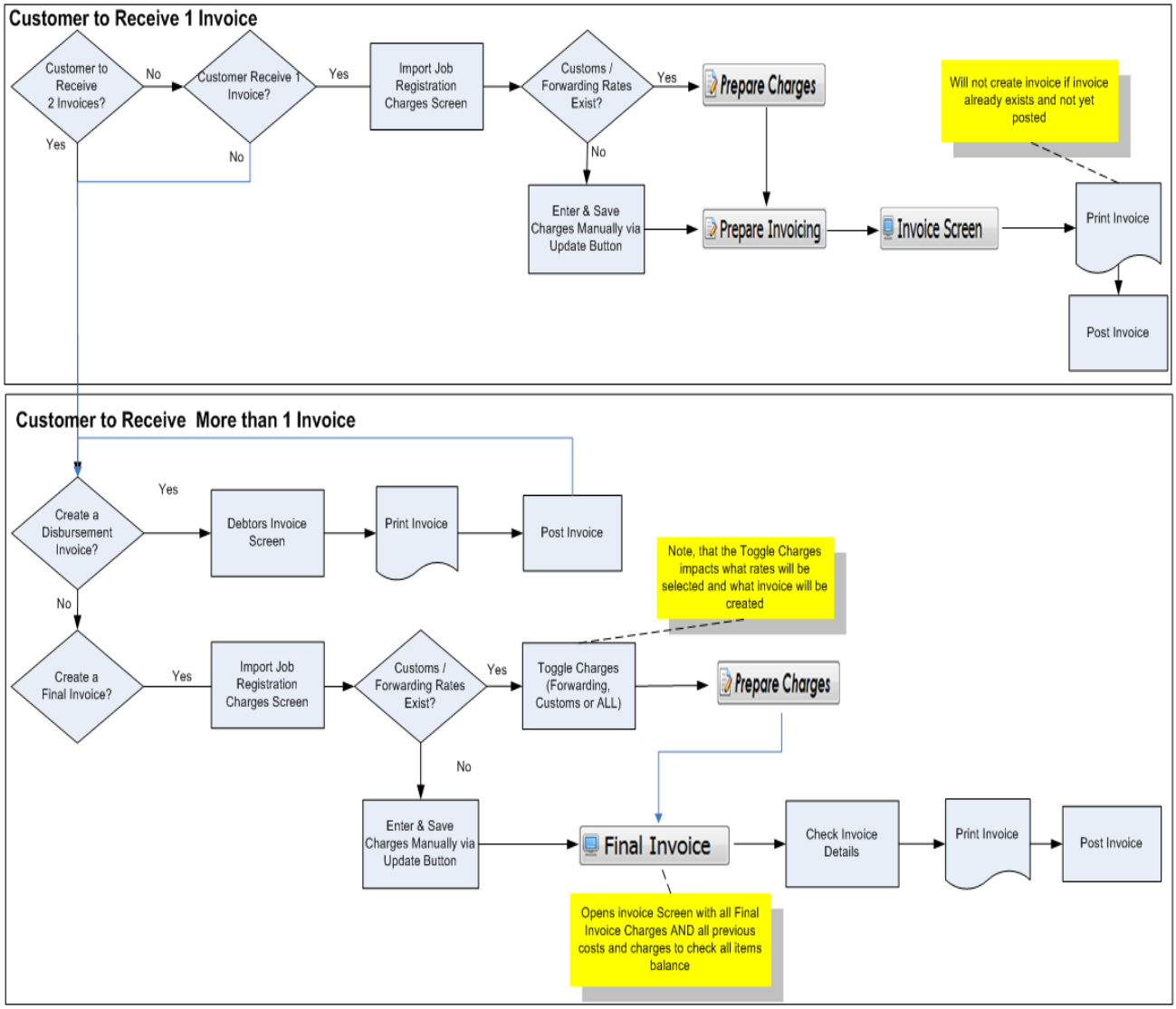
TLF Reports

This below menu displays the different TLF Reports:

Charges – (Accounting Module only)

Preparing Charges

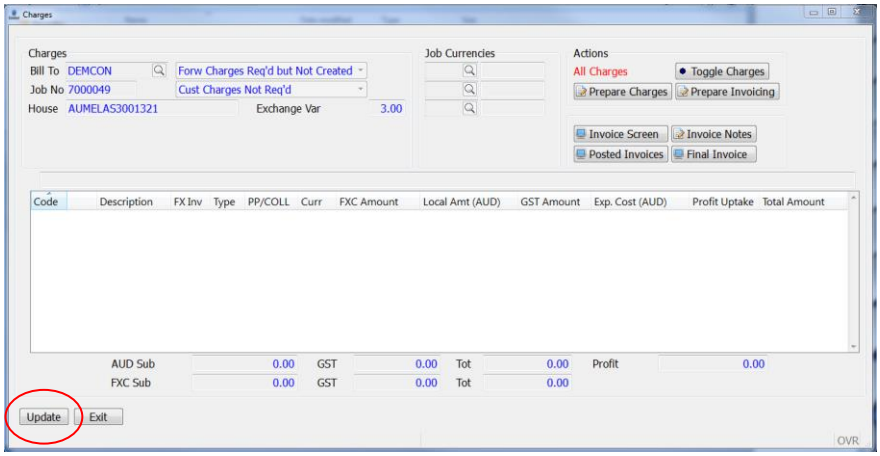
Expedient allows users to prepare charges for the shipment from the Job Registration Screen. This is accessed from the Charges Button or from the Options menu in the Job Registration Screen.



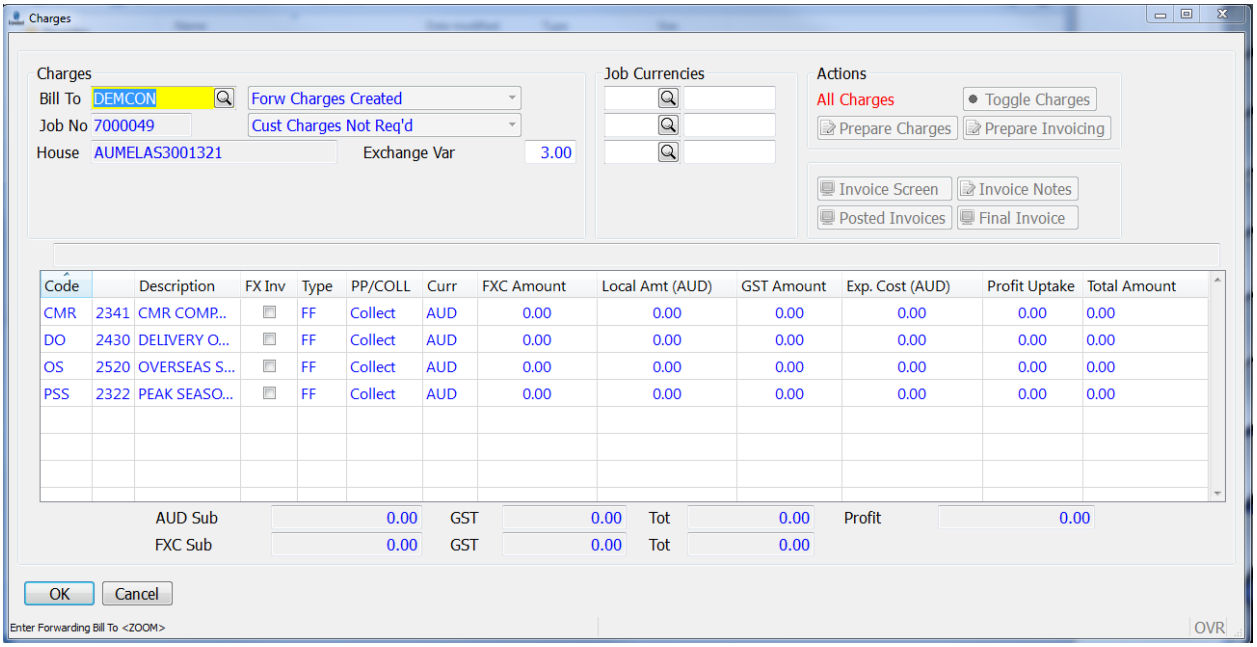
There are 3 ways to prepare charges.

MANUALLY ENTER CHARGES

To use this option the user can simply click on the update button. This will allow the user to input charges manually. There is an option in Expedient to include Default Company Tariff Charge Codes based on Job Type, and Job Class. The company tariff is maintained in the Rates Module, Forwarding Rates, Rate Account Codes screen. See the Rates Module User Manual for more information. See below:



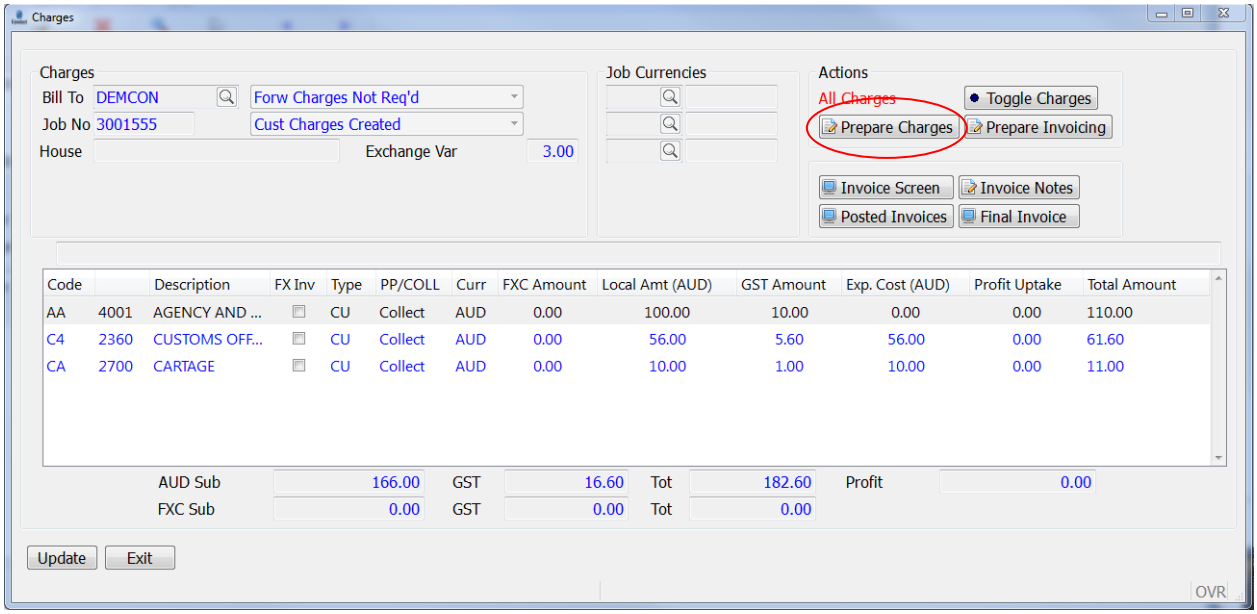
Once the user clicks the Update button, based on the Rate Account Codes Screen, the default Charge Codes populate.


Charges
Charges
Bill To DEMCON
Forw Charges Created
Job No 7000049
Cust Charges Not Req'd
House AUMELAS3001321
Exchange Var 3.00
Job Currencies
Actions
All Charges
Toggle Charges
Prepare Charges
Prepare Invoicing
Invoice Screen
Invoice Notes
Posted Invoices
Final Invoice
Code 2341 Description FX Inv Type PP/COLL Curr FXC Amount Local Amt (AUD) GST Amount Exp. Cost (AUD) Profit Uptake Total Amount
CMR 2341 CMR COMP... FF Collect AUD 0.00 0.00 0.00 0.00 0.00 0.00
DO 2430 DELIVERY O... FF Collect AUD 0.00 0.00 0.00 0.00 0.00 0.00
OS 2520 OVERSEAS S... FF Collect AUD 0.00 0.00 0.00 0.00 0.00 0.00
PSS 2322 PEAK SEASO... FF Collect AUD 0.00 0.00 0.00 0.00 0.00 0.00
AUD Sub 0.00 GST 0.00 Tot 0.00 Profit 0.00
FXC Sub 0.00 GST 0.00 Tot 0.00
OK
Cancel
Enter Forwarding Bill To <ZOOM>
OVR

AUTO RATING WITH EXACT MATCH (PREPARE CHARGES)

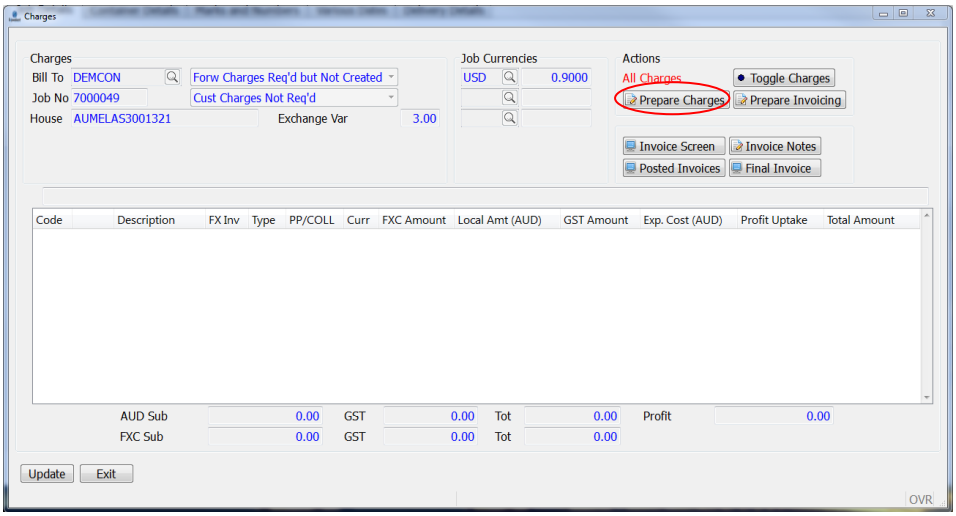
Once the Rates has been set up for Customs/Forwarding, the Prepare Charges button will pre-populate with the same number of charges lines as set up in the Rates Master file, and the correct Amount based on the Rates Master file setup for Customs and/or Forwarding.

See below. Once the user clicks Prepare Charges, Expedient will Check which charges to Auto- Rate, in this case just Customs, then will find an exact match and populate the Customs Rates.
As per the below screen shot, there are 3 charges, the first one AA is a straight profit item (4000 series numbers) hence the Expected Cost is 0. The other 2 lines display the same amounts in Local Amount and Expected Cost. This is up to the user to update the correct Expected Cost.

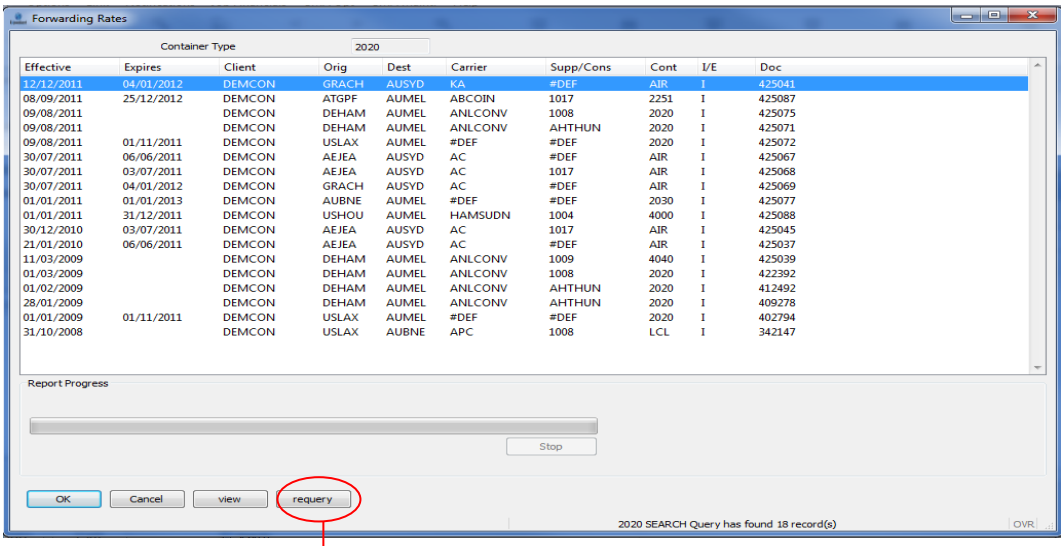

Charges
Charges
Bill To DEMCON
Forw Charges Not Req'd
Job No 3001555
Cust Charges Created
House
Exchange Var 3.00
Job Currencies
Actions
All Charges
Toggle Charges
Prepare Charges
Prepare Invoicing
Invoice Screen
Invoice Notes
Posted Invoices
Final Invoice
Code Description FX Inv Type PP/COLL Curr FXC Amount Local Amt (AUD) GST Amount Exp. Cost (AUD) Profit Uptake Total Amount
AA 4001 AGENCY AND ... CU Collect AUD 0.00 100.00 10.00 0.00 0.00 110.00
C4 2360 CUSTOMS OFF... CU Collect AUD 0.00 56.00 5.60 56.00 0.00 61.60
CA 2700 CARTAGE CU Collect AUD 0.00 10.00 1.00 10.00 0.00 11.00
AUD Sub 166.00 GST 16.60 Tot 182.60 Profit 0.00
FXC Sub 0.00 GST 0.00 Tot 0.00
Update
Exit
OVR

AUTO RATING WITHOUT EXACT MATCH

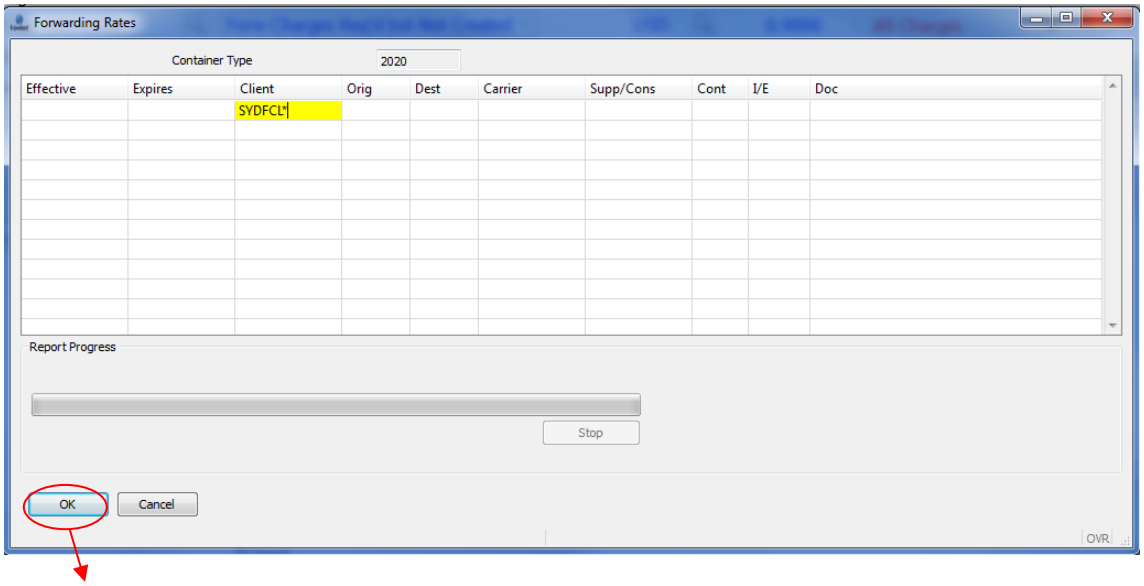
If a user does not have an exact Ratings match, but wishes to use a “Generic” rate that has been set up, then it is possible to perform a search of the Rates Masterfile.



Once the User clicks on the Prepare Charges, if Expedient can’t find an exact Rates match, the system will display all Approved Import Rates for that Customer.

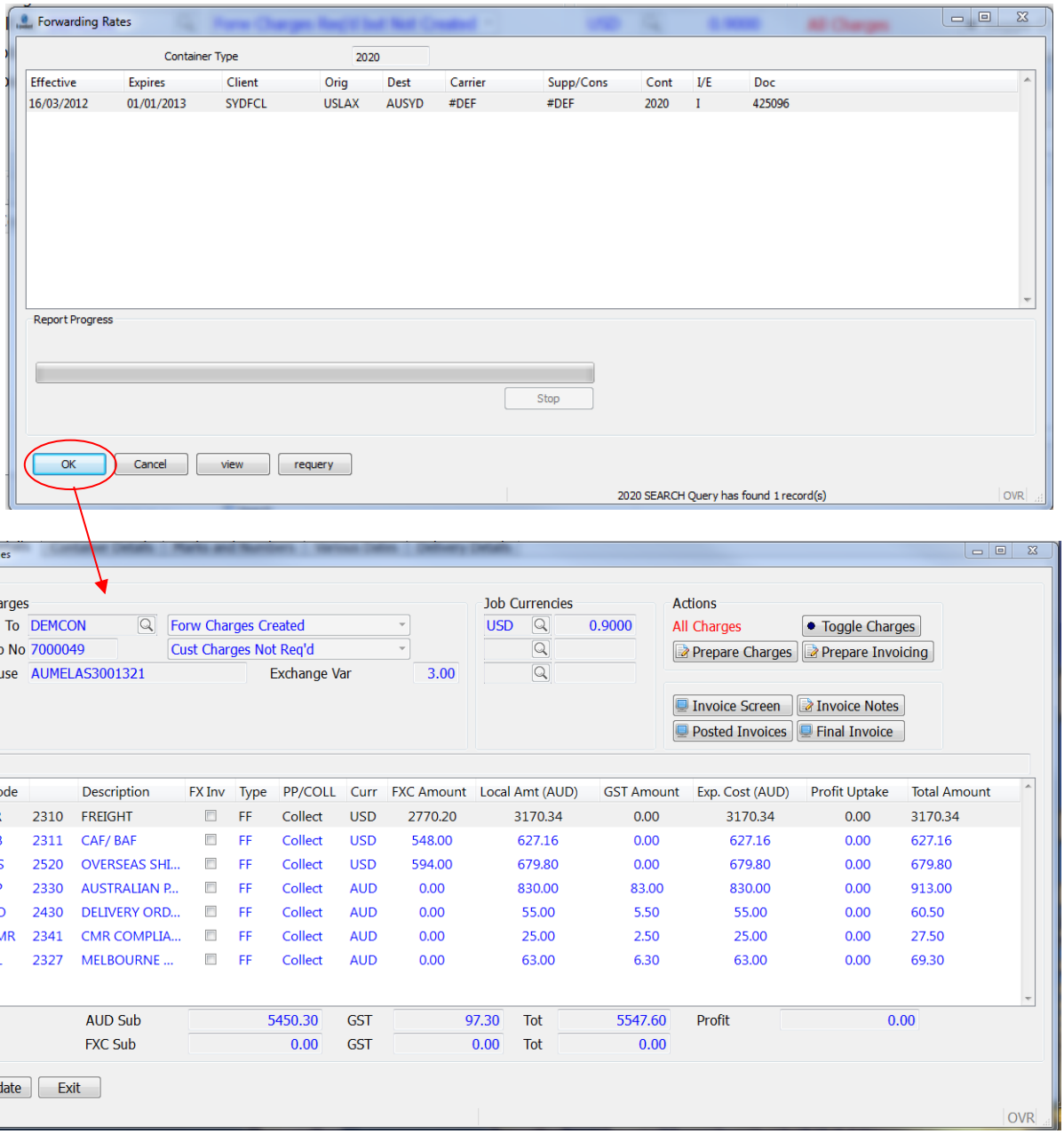

Forwarding Rates
Container Type
2020
Effective Expires Client Orig Dest Carrier Supp/Cons Cont I/E Doc
12/12/2011 04/01/2012 DEMCON GRACH AUSYD KA #DEF AIR I 425041
08/09/2011 25/12/2012 DEMCON ATGPF AUMEL ABCOIN 1017 2251 I 425087
09/08/2011 DEMCON DEHAM AUMEL ANLCONV 1008 2020 I 425075
09/08/2011 DEMCON DEHAM AUMEL ANLCONV AHTHUN 2020 I 425071
09/08/2011 01/11/2011 DEMCON USLAX AUMEL #DEF #DEF 2020 I 425072
30/07/2011 06/06/2011 DEMCON AEJEA AUSYD AC #DEF AIR I 425067
30/07/2011 03/07/2011 DEMCON AEJEA AUSYD AC 1017 AIR I 425068
30/07/2011 04/01/2012 DEMCON GRACH AUSYD AC #DEF AIR I 425069
01/01/2011 01/01/2013 DEMCON AUBNE AUMEL #DEF #DEF 2030 I 425077
01/01/2011 31/12/2011 DEMCON USHOU AUMEL HAMSUDN 1004 4000 I 425088
30/12/2010 03/07/2011 DEMCON AEJEA AUSYD AC 1017 AIR I 425045
21/01/2010 06/06/2011 DEMCON AEJEA AUSYD AC #DEF AIR I 425037
11/03/2009 DEMCON DEHAM AUMEL ANLCONV 1009 4040 I 425039
01/03/2009 DEMCON DEHAM AUMEL ANLCONV 1008 2020 I 422392
01/02/2009 DEMCON DEHAM AUMEL ANLCONV AHTHUN 2020 I 412492
28/01/2009 DEMCON DEHAM AUMEL ANLCONV AHTHUN 2020 I 409278
01/01/2009 01/11/2011 DEMCON USLAX AUMEL #DEF #DEF 2020 I 402794
31/10/2008 DEMCON USLAX AUBNE APC 1008 LCL I 342147
Report Progress
Stop
OK
Cancel
view
requery
2020 SEARCH Query has found 18 record(s)
OVR

The user can select one displayed on the screen, OR REQUERY the Rates Masterfile from any of the below fields.



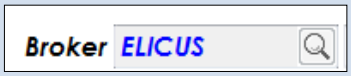
The above search returns the below results.

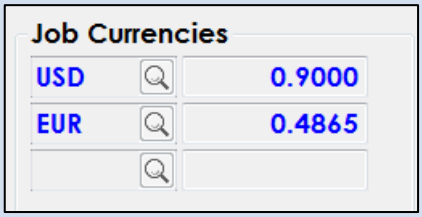
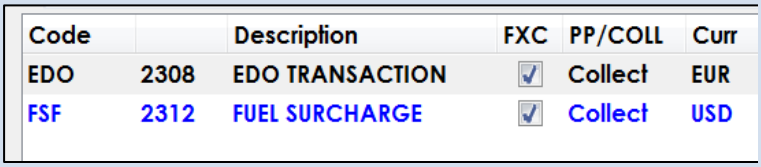
Click OK to perform the Auto-Rating



Charges Screen

Variance indicator on Exchange Rates – only used when entering
Only available if Rates Module Active
Toggle between Customs/Forwarding /All Charges
Recommended for send only 1 invoice to customer
Creates Final Invoice and Displays Previous Invoice Costs/Paid Out
Charges
Bill To DEMCON
Job No 3000758
House SFLASDJF
Forw Charges Created
Cust Charges Created
Exchange Var 3.00
Actions
All Charges
Toggle Charges
Prepare Charges
Prepare Invoicing
Invoice Screen
Invoice Notes
Posted Invoices
Final Invoice
LATEST INVOICE: DISB INV: 185422, Inv Date: 23/05/2011, User: gavinm, Status: POSTED, No Invoices: 2
Code Description FXC Type PP/COLL Curr FXC Amount Local Amt (AUD) GST Amount Exp. Cost (AUD) Profit Uptake Total Amount
CA 2700 CARTAGE CU Collect AUD 0.00 150.00 15.00 0.00 150.00 165.00
CB 2311 CAF/ BAF FF Collect AUD 0.00 250.00 0.00 120.00 130.00 250.00
AA 4001 AGENCY AND ATTENDANCE CU Collect AUD 0.00 789.00 78.90 0.00 0.00 867.90
DO 2430 DELIVERY ORDER FEE FF Collect AUD 0.00 688.00 68.80 500.00 188.00 756.80
LO 2510 LIFT ON /LIFT OFF CU Collect AUD 0.00 555.00 55.50 555.00 0.00 610.50
AUD Sub GST 218.20 Profit 468.00
FXC Sub GST 0.00
Update
Exit
Tick if wanting to invoice in Foreign Currency. Can create up to 3 Foreign Currency Invoices
Either a Customs Charge or Forwarding Charge.
Can only be modified if charge code has FXC indicator set to YES in General Ledger Chart of Accounts Masterfile
Based on USD Exchange Rate and Exchange Variance of 1%. Only applicable if invoicing in AUD
Optional – Profit Take up at time of Billing. Unable to be modified for Charge Codes set to No Markup = Yes in Chart of Accounts Masterfile

Field Name	Description	Validation	Default
Bill To	This is who you are billing. When charges are being prepared for the first time for a job, the bill to code is populated based on the following rules: • If the Broker Code on the Job Registration screen is null then the system populates "Bill To" Code as the Customer Code. ***OTHERWISE*** • If your company is the Broker for the Job then the "Bill To" field will be populated with the client "Customs Bill to Code" (in Customer Master File Importer Tab). This will generally be the same code as the customer code. If this field is null then the Bill to will default to the client. **OTHERWISE** • If your company is not the Broker for the Job then the "Bill To" field will be populated with the client "Forwarding Bill to Code" (in Customer Master File Importer Tab). This will generally be the broker. ***Please Note:*** The below message indicates that you are acting as the Customs Broker but not the Forwarder, hence you need to include only the Customs charges when billing the Customer. Expedient lookups the code in both the Forwarder and Broker Code field in the Job Registration screen. If the Broker Code Field is set to Own Company in the Customer Master File, (that is, you are the company) then Cust. Charges Req'd but Not Created will appear, the same rule applies for the Forwarder.  See below for the Own Company flag in the Customer Masterfile: The below example shows that the forwarding charges are not required. The Forwarder Code in the Registration is not your company (that is, Own Company is not set). The Broker Code however is your company. 	Mandatory	Job Registration

Field Name	Description	Validation	Default
Exchange Var	This is the Exchange Variance indicator. This allows users to Enter a variance on the Exchange Rate when entering charges in Foreign Currency but billing in AUD. The calculation for invoicing when the Exchange Variance is set is: AUD $ = (FOREIGN AMT / EXCHANGE RATE) * (1 + Exchange Variance / 100)	N/A	Customer Masterfile
Job No	This is the Job Number. This is a no entry field and used for display purposes only.	Mandatory	Job Registration
House	This is the House Bill. This is a no entry field and used for display purposes only.	Mandatory	Job Registration
Job Currencies	The Expedient System allows users to invoice in up to 3 Foreign Currencies. For example you may enter USD, and EURO in the Job Currency Field, see below:  Then in the charge lines, ensure at least one charge of each currency exists.  **Please Note:** To be able to change the Currency on the line items, the General Ledger Code must have the FXC Indicator set to Yes. This is accessed from menu **General Ledger – Chart of Accounts.** If you now hit the Prepare Invoicing Button, the system will create 2 new invoices, 1 for each currency. **Please Note:** Once you have created an invoice, any further changes to either the invoice or the charges screen will not be synchronised. For example if you add an extra charge to the invoice the Charges screen will not reflect the additional charge.	Mandatory	Job Registration
Detail			

Field Name	Description	Validation	Default
Code	This is the Charge Code. You can perform a look up on this field by clicking: The chart of Accounts Masterfile is found in Menu – **General Ledger – Chart of Accounts.** The Code is set up in Menu **Administration – Alpha Codes**	Mandatory	Blank (if Rates Module inactive)
Description	This is the Charge Code Description	N/A	Chart of Accounts Masterfile
FXC	This indicates whether you wish to invoice the customer as a Foreign Currency Invoice. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – **General Ledger – Chart of Accounts**	N/A	Blank
Type	This indicates whether the charge is for Customs of Forwarding	N/A	Blank
PP/Coll	Indication whether the charge is Prepaid / Collect	N/A	Job Registration
Curr	This is the Currency in which you wish to enter the Amount for. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – **General Ledger – Chart of Accounts.**	N/A	Blank
FXC Amount	This is the Foreign Currency Amount. This is available if you have selected a Foreign Currency Code in the above field. **Please Note:** If you enter a FXC Amount in and do not check the FXC Indicator, the invoice created will be in AUD.	N/A	Blank
Local Amount	This is the Local Currency Amount.	N/A	Blank

Field Name	Description	Validation	Default
Exp Cost	The Expected cost of the Creditors charge amount. This is optional and is configurable at the company level. Contact GMA Support if you want this added/removed. This allows users input the expected cost and when the invoice is posted, the profit will be taken up automatically. If this value matches with the creditor's invoice, then the job will not appear in the Work in Progress report. If it doesn't match then the job will appear on the Work in Progress Report, in which case users will need to apply a further job journal to re-adjust the cost. See General Ledger Module Job Journal Manual for further information **Please Note:** This is a no entry field for Account Codes that have a No Mark Up Indicator set to YES in the Chart of Accounts Masterfile in the General Ledger Menu	N/A	Blank / Local Amount (if No Mark Up = YES)
GST Amount	This is the amount of GST. This is a no entry field and for display purposes only	N/A	Amount
Total Amount	This is the Total Line amount.	N/A	Amount + GST Amount (if applicable)

Prepare Invoice

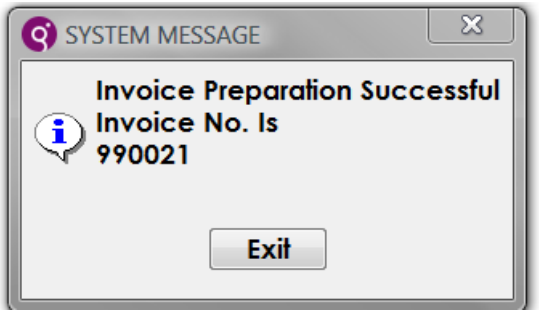
Once you are happy with the charges, currencies, and exchange variances (where applicable) you now can prepare the Invoice

Click on the

button to create an Invoice and corresponding Invoice Number.

Please Note: This is not recommended if more that 1 invoice is to be created and sent to the customer.

Once this has been done you will receive the following message:

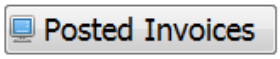


View Invoice

Once you have created the Invoice Number then you can view the invoice

in order to modify or print it. This screen can also be accessed via **Main Menu – Debtors – Input Invoices**

Posted Invoices

To see what charges (if any) have already been billed for this job users can click on the 

button.